

ROBERT SMITH

Pump Attendant

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As a Pump Attendant, service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories.

MAY 2010 - AUGUST 2011

PUMP ATTENDANT - ABC CORPORATION

- Opened the store and made sure everything was ready for the day and greeted customers with a courteous demeanor.
- Provided excellent customer service and computed accurate sales prices for purchase transactions.
- Worked as a team member and performed various other tasks such as maintaining inventory, communicating with vendors, and attending the gas pumps.
- Maintained store in a neat and organized fashion.
- Upsell customers.
- Dispensed lottery tickets.
- Trained new attendants on proper procedures.

2007 - 2010

PUMP ATTENDANT - DELTA CORPORATION

- Sold fuel at the pump, handling cash transactions, and maintaining records of fuel sales.
- Cleaned and maintained the facility, including restocking merchandise such as snacks and drinks, providing customer service, and performing maintenance tasks such as changing light bulbs or replacing air filters in cars.
- Provided customers with information about current fuel prices, promotions, and discounts available at the station.
- Maintained accurate records of transactions and transactions, including fuel purchases and returns, using cash register systems or other methods.
- Performed routine maintenance on vehicles by checking fluid levels, tire pressure, and other factors that may affect performance.
- Stocked shelves with snacks, drinks, cigarettes, and other items such as oil filters or air filters.
- Provided information about products to customers using computerized point-of-sale (POS) systems.

EDUCATION

High school diploma or a GED

SKILLS

Excellent oral and written communication abilities.