

ROBERT SMITH

Retail Service Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Retail Service Clerk is Ensuring Wardrobe areas are kept clean and neat. All supplies are stored and organized, complying with safety standards. Scanning, receiving and loading clean uniforms to the uniform conveyor rail. Scanning out dirty uniforms to designated cleaners and checks dirty laundry for damaged uniforms, difficult spots, and checks pockets for any personal items. Issuing uniforms to new hires, including processing new hire paperwork printing and adhering name labels, and scanning uniforms out as assigned.

CORE COMPETENCIES

Clerical Skills, Adhering Skills.

PROFESSIONAL EXPERIENCE

Retail Service Clerk

ABC Corporation - 2008 – 2009

Key Deliverables:

- Managed the front-end, scanning, and receiving support service team members and operations to achieve goals and boost store performance and associate satisfaction.
- Managed department objectives and monitor stated objectives for effectiveness and improvements in productivity.
- Communicated and monitored of department support services and processes in all retail locations.
- Utilized internal audit scorecards and reporting to improve store performance and achieve excellence in audit related areas, supporting company policies and government regulations within the retail stores.
- Executed strategies to support related corporate initiatives, growth, and reinforce policies to maximize department and store effectiveness.
- Maintained effective working relationships both internally and externally (i.e., cross-functional business partners, retail management and associates, vendors, etc.) and develop collaborative efforts for increased performance, customer loyalty, and profitability.
- Built relationships with retail store service partners (i.e., Lottery, Western Union, Coinstar, vending, etc.) to improve offerings, maximize sales and commissions, and grow customer base.

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Delta Corporation - 2000 – 2004

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Key Deliverables:

- Provide customer service and facilitate special orders, maintain an orderly and well stocked sales floor, and assist customers on sales floor.
- Performed functions to assist guests with purchases and ring up sales.
- Conducted physical inventory.
- Exercised good judgment in assisting guests with questions following company and department policies and procedures.
- Worked with other departments as needed.
- Customer service, replenishment, cashier Accomplishments I have trained me employees and i brought my knowledge and shared it with them.
- Fashion Ridge Rd.

EDUCATION

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