

# Robert Smith

## Service Department Cashier

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

To obtain a Service Department Cashier, responsible for Maintaining accurate records to be able to provide accurate information to management for review and reports, Maintaining a clean environment in the store so that customers can enjoy shopping there without any complaints or issues, Maintaining a clean environment in the store so that employees can work without any complaints or issues.

### **WORK EXPERIENCE**

#### ***Service Department Cashier***

**ABC Corporation - August 2010 - February 2011**

##### *Responsibilities:*

- Provided cash and change services to customers in retail stores, including changing money and scanning receipts.
- Answered customer questions, including complaints, service requests, and returns.
- Provided a friendly, positive attitude towards customers and co-workers.
- Assisted store associates with breakroom duties (e.g., coffee and snacks).
- Assisted store associates with general cleaning duties (e.g., cleaning floors, restrooms).
- Processed transactions and cash payments.
- Performed all low-level cash work tasks including counting, writing checks, processing credit cards and debit cards, and verifying the authenticity of bank accounts.

#### ***Service Department Cashier***

**Delta Corporation - 2007 - 2010**

##### *Responsibilities:*

- Deposits, Receiving, answering incoming calls.
- Great impact in customer service, helping clients, assisting managers.
- Processing and balancing the CCBR end of the day reports, faxing information for warranty payment balancing existing customer accounts as well as the .
- Perform customer service duties such as check out, cash register entry/receipts, and inventory management.
- Provide assistance to customers in a friendly manner.
- Assist customers with their purchases, including helping them find the items they are looking for.
- Assist customers with their travel arrangements when necessary.

### **Education**

MS

### **SKILLS**

Record Management,  
Banking, Accounting.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)