Robert Smith

Store Attendant

CONTACT DETAILS

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PERSONAL STATEMENT

Motivated and highly productive administrative Store Attendant professional with a store attendant research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and outstanding interpersonal skills.

WORK EXPERIENCE

Store Attendant

ABC Corporation - June 2012 – June 2013

Responsibilities:

- Recorded amounts received and may be expected to total and summarize funds received.
- Endorsed checks, prepares bank deposits and verifies cash at the beginning of a shift.
- Followed Sodexo cash-handling policies and procedures.
- Received, lifted, moved and stored supplied/goods.
- Counted, sorted and weighed inventory, including packaged goods and verifies items on requisitions or invoices.
- Kept shelves/racks stocked and rotates stock (if appropriate) to ensure freshness.
- Encouraged customers to sign up for store cards and communicated weekly specials for advertised items to ensure repeated sales.

Store Attendant

Delta Corporation - 2007 – 2012

Responsibilities:

- Processed an average of 40 transactions each day in a timely manner.
- Answered customers questions, addressed any problems and complaints in person and via phone.
- Maintained visually appealing and effective displays for the entire store.
- Opened and closed the store, which included counting cash drawers and making bank deposits.
- Duties, Accomplishments and Related Skills Receive payment by cash, check, credit cards, vouchers, or automatic debits, Issue receipts, , or change .
- Working Directly with the Public, establishing and Maintaining Interpersonal Relationships and Teaching Others, experience with 10-key calculators, .
- Worked part-time while going to school.

Education

MS In Store Attendant

SKILLS

Inventory Management,
Event Planning,
Leadership,
Communication Skills,

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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