

Robert Smith

Cashier/Store Clerk

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Address: 1737 Marshville Road, Alabama

SUMMARY

Bilingual Cashier/Store Clerk experienced in Customer Service and Sales. Driven to hold customer satisfaction and contribute to company success. Reliable and motivated, with superb time management and prioritization abilities. Flexible scheduling availability to include evenings, holidays, all weekends and special store events as required. Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization.

SKILLS

Microsoft Office, Receptionist, Customer Service, Retail, Inventory Control, Stocking, Packaging, Retail Sales, Housekeeping, Cashier

WORK EXPERIENCE

Cashier/Store Clerk

ABC Corporation - 2007 - June 2009

- Obtained merchandise requested by the customer or received merchandise selected by customers.
- Stocked shelves and counters, set up advertising display or arrange merchandise on counters to promote sales.
- Recommended merchandise to customers based on their needs and preferences.
- Greeted customers in a timely fashion while quickly determining their needs.
- Designed and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Offered product samples, answered questions and helped customers find items.
- Directly oversaw the overnight store operations, including issuing staff assignments and creating production lists.

Jr. Store Clerk

ABC Corporation - 2006 - 2007

- Monitored temperature of cases, shelves and storage areas and reported failures to the manager.
- Entered purchases into a cash register then calculating the total purchase price.
- Provided customers a personalized, friendly and efficient cashiering service.
- Helped to build the business by engaging in a polite and friendly way with every customer.
- Responsible for ringing up customers in a timely manner and guaranteeing a high level of customer service.
- Guaranteed positive customer experiences and resolved all customer complaints.
- Worked as a team member performing cashier duties, product assistance, and cleaning.

EDUCATION

Certified Accounting Clerk/Bookkeeping - 1975(Rolla Area Vo Tech School)AP Language And Composition - 2012(Lajes E/H School)