

Support Team Member

ROBERT SMITH

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Objective

Support Team Member and as a Cashier in industries including Eating and Drinking Places, Eating and Drinking Places and General Merchandise Stores.

Skills

Microsoft Office, Typing, Customer Service.

Work Experience

Support Team Member

ABC Corporation - May 2015 - July 2015

- Responsible for ensuring that merchandise is properly processed and selling-floor ready.
- Arranged new merchandise on selling floor according to store plans, Made sure all pricing on clothing was acceptable.
- Ensured that an unsellable product was taken off the selling floor immediately.
- Provides support to the customer service team when needed. Below are the responsibilities expected to be performed on a daily basis.
- Help unload delivery trucks and process shipment into system Unpack and sort all merchandise received onto carts.
- Deliver pallets to designated area within the dock, shoe stock - back-stocked and organized all shoes within the stock room, labeled items properly.
- Price markdowns and markups, and assisted with stocking the Home department.

Support Team Member

Parkview Physicians Group - CRS - 2013 - 2015

- My responsibilities for this position include answering phones, checking patients in and out for their appointments, preparing chart documents for the physicians, end of the day cash deposits, displaying excellent customer service and assisting patients with needs.
- I have been employed for this group for over 10 years.
- Over the years as a team we have increased our customer service skills greatly.
- Team work is the greatest accomplishment.
- Each team member has confidence and respect for all that I do to assist them with what ever may be needed.
- Skills Used I have demonstrated many skills with this position.
- Some of my skills include excellent customer service, excellent phone skills, communication skills, team work, computer skills and the ability to multitask..

Education

Associates of Business Administration in Business Administration - 2015(Valdosta State University - Kingsland, GA)