

ROBERT SMITH

Sr. Team Associate

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SUMMARY

Proficient in computer window-based programs with excellent navigational , Escalated call management with critical problem solving , outlook user, Microsoft software user,operating mutil phone line systems, Internet navigation, IM messaging.

SKILLS

C.A.D. able to read drawings and plans i.e. Architectural and Interior Design plans.

WORK EXPERIENCE

Sr. Team Associate

ABC Corporation - April 2013 – March 2014

- Maintained professional engagement with customers Ensure showroom is kept .
- Acquired all required certifications required by the automotive industry.
- Greeted customers and ascertain what each customer wants or needs.
- Described merchandise and explain use, operation, and care of merchandise to customers.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
- Computed sales prices, total purchases and receive and process cash or credit payment.
- Answered questions regarding the store and its merchandise.

Team Associate

Delta Corporation - 2009 – 2013

- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
- Verify that prepared food meets requirements for quality and quantity.
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.
- Take food and drink orders and receive payment from customers.
- Clean, stock, and restock workstations and display cases.

SCHOLASTICS

- High School Diploma - (Papillion La Vista High School)