Robert Smith

Third Key Supervisor

CONTACT DETAILS

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PERSONAL STATEMENT

Intention for applying for this position is to show that flexible, extroverted and a leader that is not shy and can take on any challenge. Use all these qualities to improve not only the business aspect of this company but the team aspect as well.

WORK EXPERIENCE

Third Key Supervisor

ABC Corporation - August 2013 – February 2014

Responsibilities:

- Kept store tidy and clean.
- Helped customers by professionally answering questions and providing information about products.
- Kept shelves fully stocked and back room organized.
- Processed purchases and returns.
- Included opening and closing the store, keeping count of money in register and preparing deposits.
- Counted cash drawers and made bank deposits.
- Assigned employees to specific duties to best meet the needs of the store.

Third Key Supervisor

Delta Corporation - 2011 – 2013

Responsibilities:

- Provided outstanding customer service.
- Followed company procedures to maintain work environment in a neat and orderly condition.
- Supervise employees and make sure all store duties are carried out.
- Greet all customers in-person and by phone promptly and professionally.
- Sign in/ Pretest patients.
- Perform all opening/closing procedures to include making a timely and accurate bank deposit, verify cash on hand, open POS system and sign and file .
- Title was Third Key Supervisor for this employer.

Education

Certificate In Massage Therapy

SKILLS

Sales Performance, Time Management, Merchandising, Driving.

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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