

# Robert Smith

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## Toll Collector

### SUMMARY

Seeking to obtain a challenging and responsible long term position with your company where one can utilize skills and past experiences and be a valuable asset to your company.

### SKILLS

Listening Skills, Excellent Communication Skills, Fast Learner, Energetic Work Attitude, Large Cash/check Deposits, Cash Management, Customer Service, Credit Card Processing, Microsoft Word, Excel.

### WORK EXPERIENCE

#### Toll Collector

ABC Corporation - February 2008 - November 2011

- Guaranteed positive customer experiences and resolved all customer complaints.
- Monitored cash drawers in my checkout station to ensure adequate cash supply.
- Maintained a positive attitude to make customers experiences memorable and pleasant.
- Responsible for processing traffic in timely a manner and guaranteeing a high level of customer service.
- Trained new employees by providing knowledge of specific company policies.
- Balanced cash, write down all reports and record money made for each shift into the ARCS systems.
- Maintain and keep a good driving record, as the job requires you to drive from site to site.

#### Toll Collector

Faneuil Inc - 2005 - 2008

- Revenue Collector for the toll plazas.
- Work with large amounts of money at a fast pace.
- Travel to various toll plazas areas.
- Collect my tour fund and go to the counting room.
- Utilize the counting machines, verify with my supervisor and then deposit in the vault.
- Provide accurate change.
- Provide excellent customer services.

### EDUCATION

Medical Assistant - 2006(Remington College - Houston, TX)