

Resume 658

OBJECTIVE

Highly-motivated, dedicated, and results-oriented professional to secure a position with your company in *Customer Service, Retail, or other position as applicable*, utilizing my skills, training, and experience

SUMMARY OF QUALIFICATIONS

- Experience in sales and providing excellent customer service in a retail setting, assisting customers with their product/services selections, offering intelligent solutions customized to individual needs, and resolving issues to their complete satisfaction
- Follows directions precisely and refers to upper management for further direction if necessary
- Consistently meets and/or exceeds all customer expectations
- Establishes rapport quickly with a diverse population and familiar with the necessary elements required to build strong business relationships
- Strong communications, math, analytical, and problem-solving skills
- Trains new personnel as requested by upper management and ensures that trainees understand cashier responsibilities and store policies
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on or ahead of critical deadlines
- Cheerful, honest, and conscientious worker, adapts well to any work setting
- Experienced using computers, Windows, MS Office, Internet research, and email
- Works well independently or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

05/21 – 11/21 *Sales Associate / Cashier*
Burlington, Niagara Falls, NY

- Recommended, selected, and helped locate or obtain merchandise based on customer needs.
- Computed sales prices, total purchases, and receive and process cash or credit payment.
- Maintained knowledge of current sales and promotions and policies regarding payment and exchanges.
- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, balancing cash drawers, and making deposits.
- Ticketed, arranged, and displayed merchandise to promote sales.
- Marked stock items, using identification tags, stamps, electric marking tools, or other labeling equipment.
- Maintained clean and orderly checkout areas, and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Operates credit card machines and cash registers; maintained balanced drawer
- Restocks shelves with replacement sales items
- Disposed of damaged or defective items, or returned them to vendors.

EDUCATION

High School Diploma – Expected Graduation - 2023
Niagara Falls High School, Niagara Falls, NY