

Resume 701

Objective:

Highly motivated, dedicated, and results driven professional to secure a position with your company in *Sales, Customer Service, as a Stock Person, Cashier, or as applicable*, utilizing my skills, education, and experience

Summary of Qualifications:

- Over 7 years' experience in sales and providing uncompromising highest standards of customer service in several settings, in the retail and office/administrative industries, assisting customers with their product/service selections, offering intelligent solutions customized to individual needs, and resolving issues to their complete satisfaction
- Over 3 years' experience performing secretarial / administrative assistant duties in a church setting, answering phones, routing callers to appropriate personnel or taking messages, processing direct mail communications with parishioners, and completing necessary paperwork as directed
- Some experience in a food production setting, assembling and packaging the product as needed, and meeting or exceeding daily quotas and objectives
- Operates credit card readers and cash registers, cashing out customers' orders, returning exact change, and maintaining balanced drawers
- Establishes rapport quickly with a diverse customer base, forging strong-long-lasting business relationships, encouraging future transactions, and referrals
- Strong communications, math, and problem-solving skills
- Multi-tasks efficiently and completes all assignments/projects on time or ahead of schedule
- Leverages technology to enhance productivity, Windows, MS Office, Internet research, and email
- Works well independently or collaboratively in a team environment

Professional Experience:

09/2019 to Current

Pricing Clerk

Tops Friendly Markets, Inc., Grand Island, New York

- Ensuring the implementation of price changes at the store level.
- Verification of price accuracy throughout the store.
- Check for missing signs and tags and replace those which are gone.
- Scan inventory throughout the entire store.

12/2014 to 11/2017

Bus Aide

Niagara Falls Coach Lines, Inc., Niagara Falls, New York

- Ensured children were transported to and from school safely
- Assisted in the daily inspection of bus
- Acted as crossing guard for students to cross street safely
- Communicated with students and parents on a daily basis
- Resolved personal issues and any conflicts between students

10/2011 to 02/2012

Production Specialist / Assembly

Finger Foods, Niagara Falls, New York

- Produced pizza logs and fila dough wraps, brushing dough with egg mixtures, placing cheese/sauce/pepperoni onto log dough before wrapping, and more
- Assembled product by hand/machine on fast-paced assembly line to fill quota
- Inspected and package finished product, tore down and cleaned machinery

11/2011 to 01/2012

Sales Associate / Customer Service

Ann Taylor / Loft, Inc., Niagara Falls, New York

- Greeted customers and assisted them with their product selections including clothing, accessories, shoes, and more
- Operated credit card readers and cash registers, maintaining balanced drawers
- Responsible for setting up new displays, pricing updates, re-organizing merchandise on shelves and racks, and keeping the sales floor in a highly presentable condition

09/2010 to 09/2011

Sales Associate / Customer Service

Chico's FAS, Inc., Niagara Falls, New York

- Greeted customers and assisted them with their product selections including clothing, accessories, shoes, and more
- Operated credit card readers and cash registers, maintaining balanced drawers
- Responsible for setting up new displays, pricing updates, re-organizing merchandise on shelves and racks, and keeping the sales floor in a highly presentable condition
- Prepared/dressed manikins with new clothing/merchandise as available
- Interacted with customers in person and on the phone determining their merchandise requirements and providing them with solutions

06/2009 to 02/2010

Sales Associate / Customer Service

Rainbow, Niagara Falls, New York

- Greeted customers and assisted them with their product selections including clothing, accessories, shoes, and more
- Operated credit card readers and cash registers, maintaining balanced drawers
- Responsible for setting up new displays, pricing updates, re-organizing merchandise on shelves and racks, and keeping the sales floor in a highly presentable condition

Education, Training & Achievements:

Customer Service Training Certificate, 2009

Niagara University, Sanborn, New York

Regents Diploma, 2008

Niagara Falls High School, Niagara Falls, New York