

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Dry Cleaners Associate- Company / Location

MONTH YEAR - Present

- **Open and Close Store:** Based on the scheduled shift, open or close the store on one's own, following opening and closing protocols.
- **Cash Management:** Take cash and credit card payments upon customer pickup and place cash and receipts in a safe at the end of the shift.
- **Organize Customer Items:** Process intake orders and organize items based on type and material.
- **Contact Manager as Necessary:** When facing a problem, contact store manager by phone.
- **Accept Clean Clothes:** Take in clean clothing from the dry cleaning department and place it on the rack for customer pickup.

Food Service Cashier- Company / Location

MONTH YEAR – MONTH YEAR

- **Take Customer Orders:** Enter items ordered by customers into the computer system for processing.
- **Accept Payments:** Accept and process cash and credit card payments using the register and payment portals.
- **Check for Fraudulent Bills:** Review larger bills (\$50, \$100) for signs of fraud using a light source and special pen.
- **Prepare Certain Items:** Prepare salads, desserts, and drinks (drive-through) to help the kitchen staff.
- **Cover the Dining Room:** Help dining room colleagues clean tables and organize the drink station when not at the register.

Project Experience

- **Organize Restaurant Dining Area:** As a food service cashier, I helped improve the setup of the dining room for better customer satisfaction.
- **Create a Financial Plan:** In school, I created a financial plan for a fictitious business.
- **Document Process Changes:** At the dry cleaners, I helped document new processes for opening and closing.

Education

Bachelor of Science in Finance - X State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Communication
- Time management
- Adaptability
- Money management
- Spanish language

Licenses & Accreditations

Licenses Licenses & Accreditations

- Bank Teller Certificate, Y Community College