

NAME

TITLE

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

Profile

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Experience

Cashier- Company / Location

2021 to present

- Operated the till and reconciled funds at the end of every work shift.
- Maximized the sales of the store through proper preparation and advertising of products.
- Assisted with orienting 20 new cashiers and supervised them during training.
- Provided excellent customer service and scanned customer groceries efficiently.
- Cleaned and stocked front areas, including replacing the tapes in registers.

Call Center Representative - Company / Location

2020 to 2021

- Assisted 300+ customers per week with a variety of requests and demands.
- Used active listening to get to the bottom of client complaints.
- Generated leads to help brands reach their target sales goals.
- Utilized problem-solving skills to resolve issues around the office.
- Followed strict guidelines when interacting with potential clients

Project Experience

- Volunteered at International Relief Teams: organized schedules and attended meetings.
- Student Council Secretary: wrote meeting minutes and ensured events ran smoothly.

Education

High School Diploma - Townsend Harris High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Customer service
- Telephone etiquette
- Organizational skills
- Oral and written communication
- Enthusiastic personality and high energy levels

Licenses & Accreditations

Licenses Licenses & Accreditations

- Red Cross First Aid Certification