

NAME

TITLE

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

Profile

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Experience

Retail Sales Associate - Company / Location

MONTH YEAR - Present

- Greet customers upon entering the store, ask customers if they need help with anything
- Help customers find the items they're looking for and offer alternatives if their first choice is unavailable
- Open and close the store, following the store's opening and closing procedures to ensure a secure environment
- Work with colleagues to make the store a positive place for workers and customers alike
- Promote sales and discounts to customers to help increase revenue

Food Service Cashier - Company / Location

MONTH YEAR – MONTH YEAR

- Take customer orders and process payment via cash, card, or digital payments
- Help package to-go orders, ensuring order accuracy to minimize customer complaints
- Restock the drink bar with lids, straws, napkins, and other items
- Coordinate schedules and availability with colleagues and managers to help staff the restaurant
- Offer upsells, such as drink and side upgrades, to help increase average order revenue

Project Experience

- I worked with my manager to upgrade our cash register system to something more modern and user-friendly
- I developed to-go menus to help customers decide what to order without having to search the overhead menu
- I helped clean the floors at the end of the day to ensure the environment would be clean for the next day

Education

Central High School - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Teamwork
- Ability to learn quickly
- Customer service
- Organization
- Time management

Licenses & Accreditations

Licenses & Accreditations

- National Customer Service Association – Certified Customer Service Professional