Andy Garcia 3 North Street

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OBJECTIVE: Looking for a position as a Cashier with McDonald’s utilizing extensive experience in managing cash counter while providing exceptional customer service.

SUMMARY OF QUALIFICATIONS

• 5+ years’ experience in cashiering and customer service

• Well-versed in maintaining an assertive awareness of the areas around the cashier’s booth

• Proficient in assisting accounts personnel with locating and reconciling data

• Expert in typing and keyboarding

• Proven ability to use various software applications such as Microsoft Office Suite and spreadsheets

• Demonstrated attention to detail and ability to work in a self-directed manner

KEY ACCOMPLISHMENTS

• Fulfilled the company’s defined customer experience by maintaining a friendly and customer focused approach

• Promoted organization’s programs such as warranty sales, score-card, and private label credit card alike

• Provided timely and appreciable customer service, increased revenue by 30%

• Changed cash register handling process which increased efficiency by 20%

• Maintained and imparted knowledge of cashiering procedures

• Kept work area clean by utilizing appropriate cleaning standards

• Managed, counted, verified, and reconciled daily sales which reduced losses by $20000

OTHER ACHIEVEMENTS

• Improved store accounting system through creative ideas and overhauling the previous haphazard cash management system

• Attained Employee of the Year award following customers’ feedback in proving excellent service

RELEVANT EXPERIENCE

K-Mart – Council Buffs, IA | Apr 2009 – Present

Cashier

• Greet customers as they arrive and direct them to merchandise they need

• Assist customers with buying decisions when required

• Operate cash register and adding machine in order to manage cash for sold items

• Calculate discounts as appropriate

• Tag items for price and expiry date

• Stock items when required

• Balance all transaction at the end of the day for cash reconciliation

Southwestern Regional Medical Center – Tulsa, OK | June 2007 – Apr 2009

Junior Cashier

• Managed deposits

• Balanced accounts receivable checks

• Recorded received transactions

• Maintained electronic remit programs

EDUCATION

The University of Tulsa – Council Buffs, IA

Bachelor of Science in Accounting

GPA: 3.71

ADDITIONAL SKILLS

• Sound mathematical background

• Good organizational and multitasking skills

• Bagging, cleanliness and sanitation

• Stand and walk for extended periods of time