Kim Andrews

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SUMMARY: A dedicated and reliable cashier with strong work ethic and 3+ years’ solid experience in cashiering and customer service. Adept at supermarket counter cash and card transactions. Knowledgeable in general supermarket transaction policies and guidelines.

HIGHLIGHTS OF QUALIFICATIONS

• Highly capable in answering transaction related queries and processing electronic transactions

• Proficient in balancing daily sales at day end before closing down of all cashier counters

• Ability to effectively calculate and apply discount offers where applicable in minimal time elapse

• Well versed in maintaining goods and sales inventory

• Considerable knowledge of cash counter software including POS

WORK EXPERIENCE

Cashier | Publix Super Market, Austin TX | Oct 2010 – Present

• Maintain the cash counter in running condition, accept payments and make entries accordingly

• Balance the day’s transactions at daily cash closing

• Process and verify payments involving transfer of electronic funds

• Demonstrate a friendly but professional attitude towards customers coming up with payment related queries

• Follow the company’s guidelines regarding cash payments policy

• Assist in stocking of and re arrangement of display items in the supermarket when needed

Selected Accomplishments

• Implemented Point of sales touch screen register at four counters, educated and trained three cashiers regarding its usage and handling protocol

• Contributed to the supermarket’s sales via massive charitable promotions

• Earned the most punctual employee award twice in three years

TECHNICAL STRENGTHS

• Immaculate mathematical computing skills

• Familiar with processing of coin star vouchers

• Tendering electronic fund transfers including VISA cards and EBT

• Well versed in handling Point of Sales touch screen register

• Fluent in spoken English and Spanish

ACADEMIC PROFILE

University of Texas, Austin, TX | 2010

Associate’s degree in Business Administration