

**RICHARD WHITE**  
**Any Town, NY 99999**  
**(999) 999-9999**

**POSITION TITLE:** Manager or Assistant Manager.

**AVAILABLE:** Immediately

**SUMMARY:**

Looking for the greatest opportunity to work as a retail assistant manager for a well-organized company that utilizes my skills in a proper way. Highly qualified and skilled professional with the excellent interpersonal and communication skills seeking full or part time position as routine cashier and clerk duties.

**QUALIFICATION SUMMARY:**

Four years of experience in the customer service field with the extensive knowledge of customers service management, expert in communication skills, experience in using multi-line telecommunication system, excellent problem-solving skills, other **Core Skills** include:

- Excellent Presentation and Organization Skills.
- Excellent customer service skills.
- Having an energetic personality, which inspires co-workers to reach goals?
- Able to sell in a retail environment.
- Customer Relationship Management.
- Good Problem Solving Skills.
- Excellent Verbal Communication Skills.
- Excellent Clerical Knowledge.

**QUALIFICATIONS:**

Over four years of experience working in diverse retail sales and customer service environments.

- Maintain excellent customer service skills and one year of management experience.
- Skilled in areas of order processing and inventory control.
- Hardworking, energetic, and reliable; recognized for assuming additional responsibilities.
- Excellent problem solver with strong sales analysis and reporting skills.
- Exercises good judgment and diplomacy in customer service.
- Experience in balancing cash drawer ensuring accurate completion of daily cash report;
- Experienced in pricing items, stocking shelves and in assisting in setting up merchandise displays, signs, and promotions under direction.
- Great at maintaining a clean attractive work station and assisting customers in securing books and materials.
- Able to quickly learn and follow procedures regarding sales transactions, cash handling, business office procedures, etc.
- Experience in high volume customer service retail position.
- Basic computer knowledge.

## **PROFESSIONAL EXPERIENCE:**

### ABC Inc.

05/09-present

#### Retail Cashier

- Waited on customers.
- Cleaned the store and unloaded truck deliveries.
- Stocked cooler and shelves.
- Worked in kitchen which included cooking based on customer needs and wants.
- Worked as a team with fellow employees.

### XYZ Corp.

09/07-05/09

#### Retail Cashier

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers.
- Communicate customer requests to management.
- Enter all media from register into the tally program.
- Maintain orderly appearance of register area and supplies stocked.
- Any other tasks as assigned from time to time by any manager.

### BCD Inc.

01/06-06/07

#### Retail/Cashier

- Retail
- Worked regularly with customers
- Cashier handling
- Stocked
- Computer Literacy
- Maintaining a clean, organized, and appealing working area for both colleagues and customers
- Lifting more than 30 pounds
- Maintained knowledge of, and adhere to all company incentives, promotions and events

## **EDUCATION:**

New York High School- New York, NY (2004-2007)

New York City College- New York, NY (2009)

New York College- New York, NY (attending)

Major: Psychology

GPA: 4.0