

My Name

Address 555.555.5555 myemail@email.com

SUMMARY

Over ten years of experience in customer service.
Skilled at communicating with people from all walks of life.
Consistently maintains a positive attitude and enjoys helping people.
Able to acquire skills quickly and successfully take on new challenges.

EXPERIENCE

FRONT OF HOUSE ASSOCIATE

SOME HIPPIE CAFE

Somewhere in CA, 2015-2016

Customer Service/Serving

Maintained a friendly attitude towards customers while correctly operating cash registers.
Multi-tasked to ensure customers from multiple tables received food and beverages efficiently.

Depending on the shift, carried out opening and closing duties.

Assisted with bussing tables and cleaning the restaurant.

CASHIER/CUSTOMER SERVICE ASSOCIATE

GROCCERY MARKET

Somewhere in CA, 2015

Customer Service/Cashier Duties

Processed transactions and bagged groceries.

Resolved complaints in a proactive manner.

Assisted in stocking shelves and rotating merchandise.

Maintained a clean work space and performed daily cleaning duties

DISHWASHER

RESTAURANT

Somewhere in CA, 2014

Cleaning/Maintenance Duties

Washed dishes, glassware, flatware, pot/pans, and kitchen tools by hand.

Performed basic cleaning procedures.

SALES ASSOCIATE/CASHIER

BIKE STORE

San Rafael CA, 2013

Customer Service Duties

Provided excellent hands-on customer service in a fast-paced environment.

Performed basic bicycle maintenance.

Used P.O.S. systems to perform cashier and other work-related duties.

Stocked, cleaned, and merchandised store floor.

SALES ASSOCIATE/BACK OF HOUSE

BIG BOX TOY STORE

Somewhere in CA, 2012-14(Seasonal)

Stocking/Customer Service Duties

Performed the correct procedures for unloading trucks and stocking the floor within deadlines.

Used handheld computers to manage stock in back of house and on the sales floors.

Operated machinery such as pallet-jacks and cardboard balers.

Assisted customers in finding products on the sales floor.

CASHIER/USHER

INDEPENDENT MOVIE THEATER

Somewhere in CA, 2007-2011

Customer Service Duties

Used P.O.S. systems to sell tickets and concessions in an often high paced environment.

Performed ushering duties such as cleaning and assisting people to their seats.

Answered inquiries regarding information about films and membership.

SALES ASSOCIATE

SEASONAL RETAIL STORE

Somewhere in CA, 2007-08

Customer Service Duties

Gained skills working retail and using P.O.S. hardware on cash registers.

Obtained knowledge on loss prevention procedures.

Performed stocking and merchandising duties.

Previous relevant experience

Dogwashing Store- Somewhere in CA-Sales Associate/Dog Washer
Fast Food- Somewhere in CA- Cashier

EDUCATION & TRAINING

Diploma – Somewhere High School, Somewhere CA

COMMUNITY SERVICE

Cabin Leader – Outdoor Education Center, 2006-2007
Volunteer - Somewhere Soup Kitchen, 2005

References available on request.