



# ADAM SMITH

## CASHIER

### PERSONAL PROFILE:

Motivated and ambitious Cashier with over 4 years of experience in processing all cash and credit card transactions accurately and efficiently in accordance with established policies and procedures. Have a strong ability to deliver friendly, courteous, prompt customer service.

### SKILLS:

- Stocking & Merchandising
- Cash Register Transactions
- Cashier Audits & Reports
- POS Systems
- Telephone Etiquette
- Customer Service
- Time Management
- Internet, Oracle, SAP and data entry
- Inventory Management
- Store Opening & Closing Procedures
- Basic Math
- Microsoft Office (Word, Excel and PowerPoint)
- Positive Attitude
- Money Handling
- Dealing With Difficult People
- Brand Awareness
- Attention to Detail

### CONTACT INFORMATION:

Home: 123-456-7890  
Mobile: 123-456-7890  
hello@resumesbot.com  
www.resumesbot.com  
Facebook: @resumesbot  
LinkedIn: @resumesbot

### WORK EXPERIENCE:

#### Cashier

*Kaskada Solutions | 2014-2020*

- Organized customers purchase orders
- Engaged customers in a courteous, helpful, and respectful manner, promptly and politely responded to customer inquiries and customer requests for support
- Established and built positive relationships with guests to ensure satisfaction and continued sales
- Processed transactions of customers on a computerized POS register; maintained a clean, well-stocked food and beverage area; cleaned and stocked merchandise
- Accurately performed cashier duties - handling cash, checks and credit card transactions with precision while following company policies and procedures
- Ensured that each customer receives outstanding service by providing a customer friendly environment which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other components of customer service

#### Cashier

*Milton Mallory Studio | 2011-2013*

- Responsible for all assigned change funds and cash receipts
- Collected and processed payment from customer and enters into register system
- Executed activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)
- Provided memorable, highly personalized customer service through needs analyses and product recommendations
- Maintained a high level of awareness on the sales floor to create a safe and secure shopping environment for everyone. Maintained clutter free, clear egress to emergency exits. Immediately corrected and reported any unsafe conditions and practices to Store Leadership.
- Processed layaways, returns, and exchanges

### AWARDS:

#### Employee of the month

*January, 2013*

### EDUCATION:

#### Beechtown University

*BA in Computer Science | 2010*