

Jessica Claire

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PROFESSIONAL SUMMARY

Punctual and honest [Job Title](#) with solid background in [Type](#) environments. Satisfies customers with exceptional service. Uses slow periods effectively to stay on top of daily chores while pursuing opportunities to help team improve service and reduce waste.

Responsible Cashier proficient in handling money, restocking merchandise and helping customers locate products. History of keeping work areas clean, neat and professionally arranged. Good listening skills combined with attentive and detail-oriented nature.

Diligent and responsible Cashier with excellent history of running smooth, accurate registers, keeping merchandise stocked and maintaining cleanliness. Offering experience in FOH and BOH roles. Well-organized and dependable with unparalleled dedication to team success, business operations and customer loyalty.

Seasoned [Job Title](#) with conscientious nature and service background. Efficiently maintains transaction records, handles monies and updates accounts. Active listener with talent for guiding customers to appropriate products.

Focused [Job Title](#) with strong understanding of retail operations. Offering extensive experience in high-volume settings. Highly service-minded and professional with customers and employees alike.

Friendly and reliable [Job Title](#) offering unmatched customer service and workplace focus. Quick and accurate in cash and card transactions with excellent multi-tasking aptitude.

Committed and hardworking [Job Title](#) with experience processing transactions and assisting customers. Dedicated to resolving issues, answering customer questions and ringing up customers. Creative problem-solver versed in customer service.

SKILLS

- Cooperative Attitude
- Employee Training
- Problem Solving
- Inventory Stocking
- Product Location
- Feedback Acceptance
- Honest and Ethical
- Pricing and Markdowns
- Sweeping and Mopping
- Price Identification
- Customer Transactions
- Reliable and Responsible
- Cash Handling
- Call Response and Transfer
- Product Scanning
- Shipment Procedures
- Detail-Oriented
- Customer Relations
- Policies and Procedures
- Fitting Room Oversight
- Cleaning and Sanitizing
- Complaint Resolution
- Cash Register Operations
- Credits and Refunds
- Payment Processing
- Gift Wrapping
- Merchandise Packaging
- Work Task Prioritization
- Microsoft Office
- Reporting and Documentation
- Adaptable and Flexible
- Coin and Currency Counting
- Weight and Measurement
- Transaction Balance Sheets
- Bookkeeping Software
- Corporate Bill Payment
- Team Leadership
- Team Collaboration
- Relationship Building
- Check Cashing
- Creative Thinking
- Total Payment Calculation
- Analytical Thinking
- Data Analysis
- Active Listening
- Coupon Redemption
- Checkout Station Oversight
- Ticket Sales
- Return and Exchange Processing
- Goal Setting and Achievement

WORK HISTORY

BANKING AND FINANCE 03/2022 to 08/2022

Germain | Naples, OH

- Trained and mentored [Number](#) new personnel hired to fulfill various roles
- Monitored day-to-day activities of [Type](#) company and employees, noting areas needing improvement and implementing plans for rectification.
- Analyzed company training methods and made adjustments to rectify issues, increase efficiency and exceed training goals, resulting in [Result](#).

CAOHIER

10/2021 to 02/2022

Germain | Columbus, OH

- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Helped customers complete purchases, locate items and join reward programs.
- Restocked and organized merchandise in front lanes.
- Answered questions about store policies and addressed customer concerns.
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
- Collected and authorized payments of guests.
- Worked closely with shift manager to solve problems and handle customer concerns.
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance.
- Maintained cash drawer of [\\$Amount](#) or more per shift.
- Checked identification for proof-of-age for alcohol and tobacco sales.
- Greeted over [Number](#) patients per day.
- Mentored new team members on POS system operation, customer service strategies and sales goals.
- Completed inventory counts and ordered merchandise.
- Reviewed weekly sales ads and monitored price changes.
- Performed cash, card and check transactions to complete customer purchases.
- Operated cash register to record transactions accurately and efficiently.
- Maintained current knowledge of store promotions and highlighted sales to customers.
- Used POS system to enter orders, process payments and issue receipts.
- Monitored self-checkout systems and provided assistance or intervention where required.
- Demonstrated product features, answered questions, and redirected objections to highlight positive aspects.
- Learned [Job title](#) and [Job title](#) positions and provided backup at key times.
- Lifted up to [Number](#) pounds at once and used forklift to move heavier loads.
- Set up new sales displays each [Timeframe](#).
- Conducted inventory counts by adding each item in stock and documenting in [System](#).
- Solicited customers to purchase loyalty and item protection plans, successfully bringing in [\\$Amount](#) per month in new revenue.

CAOHIER

04/2021 to 08/2021

Germain | Dublin, OH

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CAOHIER

08/2020 to 01/2021

Artic Circle Highland Utah | City, STATE

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EDUCATION

High School 05/2021
American Fork , American Fork, UT