

JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

SKILLS

- Customer Service
- Customer assistance
- Good with animals
- Reliable
- Hardworking
- Team player
- Flexible worker
- Friendly

EDUCATION AND TRAINING

Yampah Mountain High School
Glenwood Springs, CO • 06/2013

High School Diploma

SUMMARY

Hardworking and reliable employee with extensive background operating cash registers, stocking merchandise and providing excellent customer service. Highly organized, proactive and punctual. Works well within team settings.

Friendly and engaging Cashier with history of delivering excellent customer service in busy retail settings. Strong payment processing and client engagement skills to promote seamless store operations.

Animal lover. I have had many animal companions throughout my life including, dogs, cats, birds, and even a couple fish. I am currently the mother of three dogs named Puppy, Pancho, and Bogie. They have all grown to love me very much. I wake up every morning before work and let them to go potty before feeding them breakfast. When I come home I give them lots of love and attention in the form of petting, snuggling, kissing, and speaking kind words to them. I strive to make sure they are well cared for and loved. They are very happy dogs. I don't have any training in animal care, but I do have experience with animals and am willing and eager to learn. I am very reliable and hardworking. I enjoy working with a team of people who have the same values and interests that I do.

EXPERIENCE

Bristol Farms - Checkout Advocate
Yorba Linda, CA • 04/2022 - 08/2022

- Operating the cash register
- Greeting customers and engaging in conversation
- Scanning and bagging their groceries in an organized manner
- Promoting the target circle app and the target red card to help customers save money and learn about exclusive deals
- Accepting forms of payment including card, cash, and checks and giving back change.
- Watching the self checkout lanes and helping customers when needed
- Bringing in carts in a safe manner by wearing the safety vest when outside in traffic and being vigilant at all times.
- Prepping and delivering customer drive up or orders
- Worked closely with front-end staff to assist customers.
- Helped customers find specific products, answered questions and offered product advice.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Verified customer age requirement for alcohol or tobacco purchases.

Williams Bros. Health Care - Front End Cashier
Olney, IL • 11/2021 - 03/2022

- Handled cash, card, check, gift card and coupon transactions for customer purchases.
- Kept register terminal area and store clean and orderly.
- Packed and bagged products according to customer preferences.
- Addressed and resolved customer complaints with friendly and level-headed assistance.
- Trained new team members in cash register operation, stock procedures and customer services.
- Helped with purchases and signed customers up for rewards program.
- Processed sales, returns and exchanges using POS register system.
- Operated cash register, processing payments of cash, checks, credit cards and gift cards.
- Delivered exceptional customer service with friendly, helpful attitude to promote repeat business.
- Scanned bar codes, verified accuracy of prices and totaled bills for payment.
- Directed patrons to specific aisles to locate requested merchandise.

Walmart - Cashier
City, STATE • 06/2021 - 10/2021

- Collected payments and provided accurate change.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Worked closely with front-end staff to assist customers.
- Processed sales transactions to prevent long customer wait times.
- Accepted cash and credit card payments, issued receipts and provided change.
- Verified customer age requirement for alcohol or tobacco purchases.
- Preserved appearance of store by arranging and replenishing displays and merchandise racks.
- Scanned merchandise using point-of-sale system for accurate purchase totals.
- Delivered high level of customer service to patrons using active listening and engagement skills.
- Discounted purchases by scanning and redeeming coupons.
- Operated cash register or POS system to receive payment by cash, check and credit card.

City Market Grocery Store - Courtesy Clerk/Cashier
City, STATE • 06/2018 - 06/2021

- Packaged or bagged purchases and assisted customers with in-vehicle loading.
- Oversaw collection shopping carts from parking lot to maintain clean, organized area.
- Delivered exceptional customer service by greeting customers and directing to desired items.
- Followed best practices for bagging items in reusable, plastic and paper bags.
- Took unwanted items from checkout to proper location.
- Promoted and explained loyalty programs to customers.
- Operated cash register and accepted card, cash, and check payments
- Greeting customers and thanking them before they leave
- Encouraging customers to get a store loyalty card in order to get discounts