

# 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.
- 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.
- 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.
- Dedicated and responsible retail professional with demonstrated skills in processing payments, restocking shelves and promoting sale items. Proficient in **Type** and **Type** merchandise and adept at offering every customer upbeat and knowledgeable support.
- Trustworthy and dedicated **Job Title** with **Number** years of experience serving customers and operating register. Talented at correctly taking order information and serving to customers quickly. Cheerful when assisting customers with requests and meeting special needs.
- Reliable **Job Title** offering strong multitasking, problem-solving and communication skills, as well as strengths in promoting products and finalizing sales. Successful at upselling target items and giving customer positive experiences to drive loyalty and repeat business. Trained in **Type** areas and flexible with changing business needs.
- Results-focused Clerk who thrives in fast-paced, deadline-driven environments. Committed to accuracy and efficiency as achieved through hard work and attention to detail. Known for excellence in **Skill**.
- Motivated cashier and stocker with **Number** years of experience in **Industry**. Accomplished various tasks daily, including **Task**, stocking shelves with **Product or Service** and collecting payments with cash registers. Cheerful when assisting customers and coworkers.
- High-energy **Job Title** offering over **Number** years of **Industry** experience. Effectively boost add-on sales with good interpersonal communication skills. Dependable and adaptable with resourceful nature and conscientious approach.
- Outgoing and detail-oriented professional with proven history of resourcefulness and reliability. Trained in **Type** POS software and customer service. Skilled at **Skill** with dedication to efficiency and accuracy.

## SKILLS

- Stocking and Replenishing
- Bagging and Packaging
- Merchandise Restocking
- Maintaining Store Appearance
- Product Restocking
- Product knowledge
- Inventory management
- Cleaning and sanitizing
- Written and verbal communication
- Guest inquiries
- Customer Relations
- Time management skills

## WORK HISTORY

**CASHIER** 02/2022 to 04/2022

**Noodles & Company | Lees Summit, MO**

- Helped customers complete purchases, locate items and join reward programs.
- Answered questions about store policies and addressed customer concerns.
- Provided friendly service and assistance to clients promote customer loyalty, satisfaction and sales.
- Worked closely with shift manager to solve problems and handle customer concerns.
- Restocked and organized merchandise in front lanes.
- Worked flexible schedule and extra shifts to meet business needs.
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Processed customer refunds and exchanges according to established guidelines.
- Reviewed new promotions and monitored price changes.
- Collected and authorized payments of guests.
- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Checked personal identifications during alcohol and tobacco sales.
- Tallied cash drawer at beginning and end of each work shift.
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Created price tags and merchandise signs.
- Mentored new team members on sales software system operation.
- Greeted customers entering store and responded promptly to customer needs.
- Addressed customer needs and made product recommendations to increase sales.
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance.
- Welcomed customers and helped determine their needs.
- Stocked, tagged and displayed merchandise as required.

**AGRICULTURAL FIELD WORKER**

06/2021 to 01/2022

**Department Of Health And Human Services | Freeport, ME**

- Weeded vegetable and herb gardens to provide healthy environment for plant growth.
- Applied organic growing practices to plant variety of heirloom herbs, vegetables and fruits.
- Used machetes and pruning shears to shear tree tops and limb tips, increasing limb health and improving overall shape.
- Conducted pre-shift inspections of equipment and work areas to enhance safety.
- Assisted with maintenance and installation of irrigation equipment.
- Transported and loaded harvested items into delivery trucks.
- Evaluate harvesting conditions and identify obstacles.
- Planted, cultivated and harvested various types of trees, shrubs and plants.
- Communicated with coworkers and management to report challenges.
- Assisted customers with finding requested plants and flowers.
- Resolved problems, improved operations and provided exceptional service.

**COOK**

03/2021 to 05/2021

**Pcc Natural Markets | Seattle, WA**

- Produced high volume covers per day and maintained near-perfect customer satisfaction scores.
- Set up and prepared cooking supplies and workstations during opening and closing to maximize productivity.
- Inspected appliances, commercial fryers and ovens to verify proper working order.
- Transitioned between breakfast and lunch service.
- Checked for quality, kept track of old and new items and rotated stock to confirm freshness of food and ingredients.
- Changed and sanitized cutting boards, benches and surfaces between tasks to avoid cross-contamination.
- Took food orders from cashiers and cooked items quickly to complete order items together and serve hot.
- Maintained well-stocked stations with supplies and spices for maximum productivity.
- Created identical dishes numerous times daily with consistent care, attention to detail and quality.
- Prepared multiple orders simultaneously during peak periods with high accuracy rate, maximizing customer satisfaction and repeat business.
- Communicated closely with servers to fully understand special orders for customers.
- Seasoned and cooked food according to recipes or personal judgment and experience.
- Interacted with guests to obtain feedback on product quality and service levels.
- Tasted, smelled and pierced food with fork to verify sufficient cooking.
- Prepared food items in compliance with recipes and portioning control guidelines.

**SANDWICH MAKER**

01/2021 to 03/2021

**Dunkin Donuts & Baskin Robbins | City, STATE**

- Assisted customers in choosing menu items by providing food complementing information.
- Organized work areas to foster efficiency and model exceptional kitchen etiquette.
- Identified price of goods and calculated bills with optical price scanners, calculators and cash registers.
- Greeted guests, promoted specials and took orders.
- Executed sandwich artistry duties with very low occurrence of errors.
- Operated manual and electric appliances to peel, slice and trim food.
- Interpreted food order slips per shift to prepare food according to customer orders.
- Operated grills and fryers to prepare sandwiches and side items.
- Met sales targets by encouraging customers to buy extra food items such as drinks, desserts and sides.
- Trained team members to prepare sandwiches and other items according to instructions.
- Organized freezers, refrigerators and storage rooms by receiving, recording and moving food and beverage supplies and products.
- Shared information with customers about menu items, preparation methods and ingredients.
- Maintained effective supply levels by monitoring and reordering food stock and dry goods.
- Completed milkshakes and ice cream desserts for customers.
- Readied customers' take-out orders in secure bags with appropriate amounts of condiments, silverware and napkins.
- Backed up servers by setting up trays and completing some food deliveries.
- Replenished serving stations with fresh food and cleaned up spills.
- Kept drawer balanced by accurately processing cash, credit and debit payments.
- Accurately operated cash register to process customer payments.
- Loaded food, dishes and utensils on carts and trays to transport from designated food preparation areas to designated tables.
- Operated **Type** and **Type** kitchen gadgets to prepare meats, vegetables and condiments for service.
- Observed customer purchases in line and differentiated between standard portions.
- Properly labeled and stored food and fresh ingredients in cooler or freezer to optimize freshness.
- Endorsed products by making recommendations and promoting specials, increasing daily sales by **Number%**.
- Documented customer orders and conveyed special requests to kitchen staff.
- Prepared salads, soups and sandwiches for customers.
- Brewed coffee and tea and changed out drink station syrups.
- Prepared recipe ingredients by washing, peeling, cutting and measuring.
- Performed serving, cleaning and stocking to high standards and provided excellent customer satisfaction.
- Kept pastry and dessert case stocked with fresh selections and arranged to entice orders.
- Replenished condiments, beverages and supplies while maintaining cleanliness of service areas.
- Checked on dining areas frequently to clean up spills, wipe down tables and restock stations.
- Loaded dishwasher with china and thoroughly hand-washed dishes, pans and utensils to tidy up serving line.
- Kept kitchen, counter and dining areas cleaned and sanitized.

## EDUCATION

**Equivalency Diploma | High School**

**Grundy County High School, Coalmont, TN**

10/2021