|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Aliyah**  **Phillips**     |  |  | | --- | --- | |  | aliyahmphillips16@gmail.com | |  | 8126328185 | |  | Evansville, US 47725 | | | **Skills**   * Document Control * Email Correspondence * Clerical Support * Support Services * Time Management * Critical Thinking * Product and Service Knowledge * Office Supplies and Inventory * Shift Coverage * Marketing Assistance * Cash Register Operations * Greeting Visitors * Customer service * Customer assistance * Work ethic and integrity * Patience and empathy * Time management skills * Cash handling * Cleaning and sanitizing * Team collaboration * Customer service excellence * Reliability and punctuality * Cash handling and management * Cash register operation * Customer relations * Professionalism and courtesy   **Education**  **TripleTen**  Evansville, IN  •  Expected in 10/2025  ***Certificate*** : Data Science  **North High School**  Evansville, IN  •  05/2020  ***High School Diploma*** | | |  | | --- | | **Professional Summary**  Dynamic and hands-on Pragmatic Assistant with boundless energy. Thrives in fast-paced environments, excelling with little oversight and challenging goals. Possesses top-notch technical abilities and strong relationship-building skills. Experienced professional in retail, adept at handling transactions, providing exceptional customer service, and maintaining an organized workspace. Focused on teamwork, adaptability, and achieving results while building positive customer relationships. | | **Work History**  **Schnucks** - **Cashier**  *Evansville, IN*  •  *09/2023* - *Current*   * Greeted customers entering store and responded promptly to customer needs. * Welcomed customers and helped determine their needs. * Worked flexible schedule and extra shifts to meet business needs. * Operated cash register for cash, check, and credit card transactions with excellent accuracy levels. * Built relationships with customers to encourage repeat business. * Helped customers complete purchases, locate items, and join reward programs. * Restocked and organized merchandise in front lanes. * Assisted customers with returns, refunds and resolving transaction issues. * Assisted customers with inquiries and provided exceptional service, resulting in positive feedback from shoppers. * Maintained up-to-date knowledge of store policies and procedures, ensuring compliance in all transactions.   **Lane Bryant** - **Manger/Temporary Assistant Manger**  *800 N Green River Rd, Evansville, IN 47715*  •  *06/2021* - *12/2022*   * Greeted guests in with friendliness and professionalism. * Assisted manager in all aspects of business operations. * Answered incoming phone calls to process requests, transfer calls, or relay messages to appropriate personnel. * Worked closely with management to provide effective assistance for specific aspects of business operations. * Monitored and ordered supplies and materials to keep office well stocked. * Organized resources, records and personnel to accomplish aggressive targets. * Offered technical support and troubleshot issues to enhance office productivity. * Created and distributed agendas for meetings and conference calls as part of meeting preparation. * Followed detailed directions from management to complete daily paperwork and computer data entry. * Increased customer service success rates by quickly resolving issues. * Assisted clients with daily living needs to maintain self-esteem and general wellness. * Trained and supervised employees on office policies and procedures. * Opened and properly distributed incoming mail to promote quicker response to client inquiries.   **Graceful Lady Boutique** - **Stylist Sales Associate**  *805 E Park St, Fort Branch, IN 47648*  •  *01/2020* - *03/2021*   * Acknowledged, interacted and built relationships with clients to stimulate loyalty. * Connected and engaged with customers to understand styling needs. * Supported sales floor, cash wrap and back of house to catalyze daily operations. * Embraced fashion and understood market trends to articulate in client interactions. * Advised client base of new products and seasonal fashions to increase store sales. * Translated inspiration into action by solving customer styling needs. * Listened to customer needs and desires to identify and recommend optimal products. * Answered customer questions about products and services, helped locate merchandise, and promoted key items. * Stocked merchandise, clearly labeling items, and arranging according to size or color.   **Holiday World & Splashin' Safari** - **Games Host**  *452 E Christmas Blvd, Santa Claus, IN 47579*  •  *06/2017* - *06/2018*   * Wiped down and cleaned chairs, booths and game stations to comply with sanitation requirements. * Assisted with ticket redemption and provided prize selection to customers. * Greeted and informed customers about attractions, promotions and current prices to foster outstanding hospitality and service. * Operated point of sale terminal to complete customer transactions. * Memorized games and rules to facilitate positive entertainment experience. * Communicated proactively with guests to troubleshoot problems and provide guidance.   **Personal Information**  Title: | |

.