

Robert Smith

Head Photo Specialist

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SUMMARY

To obtain a full-time Head Photo Specialist position, where I can further knowledge and customer service in the field and provide clients with a high quality experience.

SKILLS

Retail Management, Retail, Clerical, Money Handling, Customer Service, Computer .

WORK EXPERIENCE

Head Photo Specialist

ABC Corporation - July 2010 – October 2011

- Inventory stocks and reorders when inventory drops to a specified level.
- Provides customer service by greeting and assisting customers and responding to customer inquiries and complaints.
- Monitors sales activities to ensure that customers receive satisfactory service and quality goods.
- Plans and coordinates advertising campaigns and sales promotions and prepare merchandise displays and advertising copies.
- Responsible for reaching and maintaining daily, monthly productivity goals.
- Assists in processing and replenishing merchandise and monitoring floor stock.
- Handles the setup, service and daily operations of the photo lab.

Head Photo Specialist

Delta Corporation - 2009 – 2010

- Developed film and digital pictures.
- Sold a variety of products made with photos to customers.
- Answered phones and assisted or transferred customers to the appropriate department and performed cashier duties.
- Process photographs, Cash handling, data entry, customer service, sales, supervise others, and operate basic office machinery.
- Responsible for monthly sales goals within department Prepared customer film for processing and printing in a timely manner Assisted customers with .
- Thrived within a high volume environment requiring the ability to prioritize and provide exceptional customer service.
- Increased sales by coordinating photo shoots in the community at different times of year.

EDUCATION

Bachelor's - (MONTGOMERY COLLEGE - The Woodlands, TX)