

BRENDAN SMITH

GUIDER

SUMMARY / OBJECTIVES / PROFILE

Seeking a position as a cashier in a reputable organization

WORK EXPERIENCE

CUSTOMER SERVICE CASHIER, SCOTTSDALE GOLF COURSE

Scottsdale, Arizona — 2012-2015

Responsibilities:

- Collecting payments by accepting cash, check, or charge payments from customers; making change for cash customers.
- Verifying credit acceptance by reviewing and recording driver's license number; operating credit card authorization system.
- Balances cash drawer by counting cash at beginning and end of work shift

Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.

CUSTOMER SERVICE CASHIER, PHOENIX INTERNATIONAL

Phoenix, Arizona — 2011-2013

Responsibilities:

- Redesigning of checkout procedures
- Handling online banking transactions
- Attending to customer's cash related issues and finding effective resolutions
- Handling cash, check, and credit card transactions
- Recording daily transactions

Achievements:

- Employer of the year Award - 2012
- Increased customer satisfaction level by 25%
- Personal customer service satisfaction level of 96%

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Northern Arizona University — 2010-2014

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BACHELOR OF ARTS

Brentwood College of Commerce — 2006-2010

Sed ultricies egestas purus, sed ultricies risus facilis interdum. Ut rhoncus, eros non aliquet finibus, turpis urna tristique nulla.

PERSONAL DETAILS

4594 – Fleming Way.
Flagstaff, AZ 23831

T (123) 456 7899
M 000 000 000

brendan@smith.com

PROFESSIONAL SKILLS

Proficient with:
MS Office, Photoshop

Experienced graphic artist
well versed with:
Adobe Photoshop, Adobe
Illustrator and After effects

Charismatic and confident
public speaker

LANGUAGES

English
native language

Italian
Advanced: speaking, reading
Intermediate: writing

Spanish
Intermediate: speaking, reading
Basic: writing

REFERENCES

Roger Lewis
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