

Porter Wilson

Houston, TX 77016

tel:555-555-5555 | 555-555-5555 | e:example@example.com

SUMMARY STATEMENT

Security-conscious and customer-focused cashier with top-notch teamwork and interpersonal communication skills. Kept cash drawers accurate and secure with smooth payment processing and maximized loss prevention methods. Well-organized and dependable with unparalleled dedication to team success, business operations, and customer loyalty.

SKILLS

- Credit card processing
- Bagging and packaging
- Refund and exchanges
- Cleaning and sanitizing
- MS Office
- Telephone etiquette
- Multitasking
- Work task prioritization

PROFESSIONAL SKILLS

Sales

- Helped an average of 50+ customers complete purchases, locate items and join reward programs.
- Used POS system and operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Checked pricing, scanned merchandise, applied discounts and printed receipts of up to 500 items.

Customer Service

- Greeted 100 customers entering the store daily and responded promptly to customer needs.
- Offered advice and assistance to an average of 45 customers per shift, paying attention to special needs or wants.
- Answered incoming telephone calls to provide store, products and services information.

Store Assistance

- Created price tags and merchandise signs for 2,000 items.
- Replenished 25% of sales floor merchandise and organized shelves, racks and bins for optimal appearance.
- Used hand-held devices and computers to record and monitor inventory levels.

WORK HISTORY

CASHIER | 09/2020 to Current

Lowie's - Houston, TX

RETAIL CUSTOMER SERVICE ASSOCIATE | 06/2018 to 03/2020

The Home Depot Inc - Houston, TX

EDUCATION

College of The Mainland - Texas City, TX | Associate of Arts

Business, 06/2021