

MOLLY HEFFERNAN

(631) 372-4722 • mollyheff05@gmail.com • New Paltz, NY 12561-2455

Analytical and hardworking Cashier with expertise in cash register systems and sales. Demonstrated exceptional time management skills in prioritizing work tasks and providing excellent customer assistance. Fostered positive relationships with customers, ensuring customer service excellence and conflict resolution. Successfully operated cash register, processed payments, and maintained cleanliness of checkout area. Trained new cashiers and assisted with closing duties. Track record of maintaining store appearance and accurately tracking inventory levels.

EXPERIENCE

NOV '21 - PRESENT

Cashier | BonBon's Chocolatier, Huntington, NY

- Operated cash register and accurately processed payments, returns, and exchanges.
- Maintained cleanliness of the checkout area by cleaning counters, shelves and windows.
- Developed and maintained a positive working relationship with customers.
- Delivered customer service by greeting customers and answering any store inquiries.
- Trained new cashiers in the use of cash registers and processing payments.
- Assisted with closing duties such as counting money and reconciling receipts.
- Complementary gift wrapping on merchandise.
- Helped customers locate merchandise and answered questions about products.
- Arranged and restocked displays and merchandise racks to maintain store appearance.
- Tracked inventory levels accurately to ensure adequate stock is available for sale.
- Provided customers with product information and responded to inquiries courteously and promptly.

JUN '23 - AUG '23

Private Dog Sitter | Aniko Slepian, Huntington, NY

- Provided affectionate care to all animals under my supervision by playing with them, providing treats, and giving cuddles when needed.
- Monitored pets closely while they were in my care for any signs of distress or illness so I could alert the owner immediately if necessary.
- Demonstrated excellent time management by planning visits to ensure that all pets were cared for in a timely manner.
- Transported animals safely from one location to another using proper restraint methods while following local laws governing animal transport.
- Prepared meals according to instructions given by owners ensuring that all dietary requirements are met accordingly.
- Provided detailed reports about each visit including information about what activities were done during the visit and how long it took place for.
- Adhered to safety protocols when handling the pets such as wearing protective gear and keeping them on leashes during walks.

- Used basic commands such as sit and stay to guide behavior.
- Sent photographs and texts to update pet owners on pets' well-being.
- Played, interacted and cuddled with pets to reassure and relieve anxiety.
- Exercised and engaged pets in activities with appropriate toys.
- Refilled food and water bowls to reach ideal pet health.

JUL '17 - SEP '22

Regular Babysitter | Anikp Slepian, Huntington, NY

- Fostered positive relationships with families through trust and respect.
- Demonstrated ability to resolve conflicts between siblings peacefully.
- Practiced active listening techniques when communicating with children.
- Managed multiple tasks simultaneously while ensuring all tasks were completed accurately.
- Prepared nutritious snacks and meals according to dietary restrictions and allergies.
- Demonstrated ability to provide a safe, nurturing and stimulating environment for children.
- Displayed excellent problem-solving skills in addressing difficult situations.
- Handled diaper changes for infants and properly disposed of dirty cloths and linens.
- Planned fun activities such as outdoor playtime or arts and crafts projects that would help promote physical development.
- Assisted children with chores and personal hygiene tasks.
- Defused child arguments and performed light disciplinary actions to promote good behavior.
- Remained alert at all times to ensure the safety of each child under my supervision.

EDUCATION

EXPECTED GRADUATION MAY '27

Bachelor of Arts (B.A.) in Communication Candidate

State University of New York at New Paltz , New Paltz, NY, US

JUN '23

High School Diploma

Huntington High School, Huntington

SKILLS

Cash Register Systems

Time Management Skills

Sales Expertise

Conflict Resolution

Customer Service Excellence

Work Task Prioritization

Customer Assistance

Payment Collection

REFERENCES

Aniko Slepian

N/A

Mother Of Children I Babysat Past Boss

Aliyah Jeddah

Huntington High School

Ceramic Teacher I Interned For Her

(917) 922-1415
123@gmail.com

(516) 312-8562
ajeddah@hufsd.edu