**Jack Herring**

**Contact Information:**

* **Address:** 34 Elm Street, Manchester, M4 5JD, England
* **Email:** jack.Herring@email.com
* **Phone:** +44 7123 123456

**Professional Summary:**

Reliable and customer-focused individual with 4 years of experience working in a petrol station. Skilled in customer service, cash handling, and maintaining a clean and organized work environment. Known for strong work ethic, attention to detail, and ability to handle multiple tasks efficiently.

**Education:**

**Manchester High School**

* GCSEs: Mathematics (B), English (C), Science (C)
* Completed: 2020

**Professional Experience:**

**Shell Petrol Station**

**Sales Assistant**  
*Manchester, UK*  
*2021 - Present*

* Provide excellent customer service, assisting customers with fuel purchases and other store transactions.
* Handle cash and card transactions accurately and efficiently.
* Stock shelves and ensure the store is clean and organized.
* Monitor fuel pumps and ensure safety protocols are followed.
* Assist with inventory management and ordering of supplies.

**Key Achievements:**

* Consistently received positive feedback from customers for friendly and efficient service.
* Implemented a new system for inventory management that reduced stock shortages by 15%.

**Tesco Express**

**Customer Service Assistant**  
*Manchester, UK*  
*2020 - 2021*

* Assisted customers with purchases, returns, and inquiries.
* Operated cash registers and handled transactions accurately.
* Restocked shelves and maintained store cleanliness.
* Provided support to team members during busy periods.

**Key Achievements:**

* Recognized as Employee of the Month for exceptional customer service.
* Assisted in training new staff members, improving overall team efficiency.

**Summer Job: Local Cafe**

**Barista and Cashier**  
*Manchester, UK*  
*Summer 2019*

* Prepared and served coffee and other beverages to customers.
* Handled cash and card transactions.
* Maintained cleanliness and organization of the cafe.
* Assisted with inventory management and restocking supplies.

**Key Achievements:**

* Developed strong customer service skills and received positive feedback from customers.
* Improved efficiency of service during peak hours by implementing a new workflow system.

**Skills:**

* **Customer Service:** Strong ability to provide friendly and efficient service to customers.
* **Cash Handling:** Proficient in handling cash and card transactions accurately.
* **Inventory Management:** Experienced in managing inventory and ensuring stock levels are maintained.
* **Teamwork:** Ability to work collaboratively with colleagues to achieve common goals.
* **Communication:** Excellent verbal communication skills, with the ability to interact effectively with customers and team members.
* **Attention to Detail:** Meticulous in maintaining cleanliness and organization in the workplace.
* **Multitasking:** Capable of handling multiple tasks efficiently in a fast-paced environment.

**Certifications:**

* **First Aid Certification** - Completed: 2021
* **Health and Safety Training** - Completed: 2020

**Interests:**

* **Sports:** Enjoy playing football and basketball in my free time.
* **Reading:** Avid reader of mystery and thriller novels.
* **Volunteering:** Actively volunteer at local community events and charities.