

SALES ASSOCIATE/CASHIER

Summary

- Friendly Sales Associate proficient in managing all areas of sales and customer service in fast-paced retail environments. Excellent multi-tasker and team player.
- Reliable Sales Associate with strengths in inventory management, training, and customer service. Friendly, knowledgeable and hard-working team player.
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Skills

- Sales expertise
- Active listening
- Verbal/written communication
- Team player mentality
- Outgoing personality
- Time management ability
- Enthusiasm

Personal Information

Where I have worked or studied I have always done my best to be efficient and excel in anything and everything I've done. I work extremely well with others, I do my best to be a leader and not a follower and I try my hardest to be kind and respectful to anyone and everyone I come in contact with. I am an exceptional writer, I am very detailed oriented and I am great at following directions and staying organized. Even on my bad days I know how to keep a smile on my face and leave my personal problems at home to give customers a great experience and keep them coming back for more.

Skills

client, Detail oriented, Team leadership, phone

Experience

09/2017 to Current

Sales Associate/Cashier Company Name 1/4 City , State

- Met incoming customers and provided immediate assistance.
- Retrieved alternate items and sizes on request.
- Listened to customer needs and preferences to provide accurate advice.
- Completed purchases with cash, credit and debit payment methods.
- Increased purchase totals by recommending additional items.
- Worked flexible schedule to accommodate changing customer levels.
- Organized items in visually appealing manner.
- Answered incoming telephone calls with professional and knowledgeable responses.
- Maintained up-to-date knowledge of customer buying habits.

09/2015 to 12/2015

Cashier Company Name 1/4 City , State

- I up-sold additional menu items, beverages and desserts to increase restaurant profits.
- Took necessary steps to meet customer needs and effectively resolve food or service issues.
- I also recorded customer orders and repeated them back in a clear, understandable manner and promptly reported complaints to a member of the management team.
- I communicated clearly and positively with co-workers and management and resolved guest complaints promptly and professionally.
- I quickly and efficiently processed payments and made accurate change.

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Education and Training

2017

High School Diploma : Education Waynesboro Area Senior High School 1/4 City , State , USA Education