

BOOKSELLER

Professional Profile

Ever since I've been able to work I have, the day I turned 16 I got a job at Wal-Mart and I was with Wal-Mart for about a year and a half. My only reason for leaving my job at Wal-Mart was because I had to get a second job for my co-op class that I had in high school. I did work both jobs for a few months but I had to quit at Wal-Mart because they couldn't work with my other job schedule. While I was an associate at Wal-Mart I did work different departments such as apparel, jewelry, and I worked as a cashier. I currently work at a Childcare to help me pursue my future career in Speech and Language Pathology. I have experience in customer service, and talking to parents and children. I consider myself a very driven hard worker, if I am given a task I complete it to my best ability.

Qualifications

- Customer service mindset
- Receive return merchandise
- Enthusiasm
- Professional appearance
- Restocking
- Cheerfulness
- Efficiency

Experience

Bookseller , 08/2016 to Current Company Name i¼ City , State

- Cleaned and straightened work area.
- Bagged merchandise by following standard procedures.
- Organized register supplies.
- Worked with customer service to resolve issues
- Unboxed new merchandise.
- Rotated stock to maintain freshness.
- Operated cash register with proficiency.
- Provided professional and courteous service at all times.
- Worked overtime shifts during busy periods.

Teacher/ Closer , 09/2014 to Current Company Name i¼ City , State

- During my time at Southside Christian Childcare and Preschool I have learned many things.
- From simple things of how to properly sanitize a changing table to having to take care of a child after a bad accident.
- I have learned how to better communicate with others, and care for children properly.
- Some of my responsibilities as a teacher was to teach the children the things they should be learning according to the curriculum at that age range while also having fun.
- My responsibilities as a closer included making sure all rooms were clean and ready for the next day, make sure dishes are done, and most importantly all doors are locked and secure.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Read books to entire classes or to small groups.
- Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Prepare materials and classrooms for class activities.
- Identify children showing signs of emotional, developmental, or health- related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Apparel and Jewelry Associate and Cashier , 04/2013 to 01/2015 Company Name i¼ City , State

- My responsibilities as a apparel associate at Wal-Mart included cleaning up apparel; folding clothes, watching over the fitting rooms, answering the telephone, putting out new merchandise, using handhelds to find out where products are, or if they are in stock.
- As a cashier at Wal-Mart my responsibilities included customer service, making sure my register was always clean and ready for my next customer.
- While I was in apparel I was also working the Jewelry Counter, my responsibilities included were making sure the cases were locked, making jewelry sales, learning how to put items on lay-a-way, and making sure the count on merchandise was correct.
- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Prepare sales slips or sales contracts.
- Help customers try on or fit merchandise.

- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Prepare merchandise for purchase or rental.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Inventory stock and requisition new stock.
- Ticket, arrange and display merchandise to promote sales.

Education

High School Diploma : Jun 2015 Oldham County High School i¼ City , State , United States

Skills

Cash handling, Cashier, Cash registers, Communication Skills, Customer Service, Speak english and learning ASL, Inventory, Listening, MS Office, Teaching, Time Management