

Andy Garcia

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OBJECTIVE: Looking for a position as a Cashier with McDonald's utilizing extensive experience in managing cash counter while providing exceptional customer service.

SUMMARY OF QUALIFICATIONS

- 5+ years' experience in cashiering and customer service
 - Well-versed in maintaining an assertive awareness of the areas around the cashier's booth
 - Proficient in assisting accounts personnel with locating and reconciling data
 - Expert in typing and keyboarding
 - Proven ability to use various software applications such as Microsoft Office Suite and spreadsheets
 - Demonstrated attention to detail and ability to work in a self-directed manner
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KEY ACCOMPLISHMENTS

- Fulfilled the company's defined customer experience by maintaining a friendly and customer focused approach
- Promoted organization's programs such as warranty sales, score-card, and private label credit card alike
- Provided timely and appreciable customer service, increased revenue by 30%
- Changed cash register handling process which increased efficiency by 20%
- Maintained and imparted knowledge of cashiering procedures
- Kept work area clean by utilizing appropriate cleaning standards
- Managed, counted, verified, and reconciled daily sales which reduced losses by \$20000

OTHER ACHIEVEMENTS

- Improved store accounting system through creative ideas and overhauling the previous haphazard cash management system
 - Attained Employee of the Year award following customers' feedback in proving excellent service
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RELEVANT EXPERIENCE

K-Mart – Council Bluffs, IA | Apr 2009 – Present
Cashier

- Greet customers as they arrive and direct them to merchandise they need
- Assist customers with buying decisions when required
- Operate cash register and adding machine in order to manage cash for sold items
- Calculate discounts as appropriate
- Tag items for price and expiry date
- Stock items when required
- Balance all transaction at the end of the day for cash reconciliation

Southwestern Regional Medical Center – Tulsa, OK | June 2007 – Apr 2009
Junior Cashier

- Managed deposits
 - Balanced accounts receivable checks
 - Recorded received transactions
 - Maintained electronic remit programs
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EDUCATION

The University of Tulsa – Council Bluffs, IA
Bachelor of Science in Accounting
GPA: 3.71

ADDITIONAL SKILLS

- Sound mathematical background
- Good organizational and multitasking skills
- Bagging, cleanliness and sanitation
- Stand and walk for extended periods of time