Fredrick Joel

000 Example Lane • Novi, MI 76332 • (000) 555-5555 • fredrick @ email . com

CASHIER

Offering quality and excellence in cashiering and customer service.

Goal-oriented, alert multitasker with extensive experience in cashiering and customer service. Self-starter with a demonstrated ability to scan items quickly and handle money while providing exceptional customer service. Known to go the extra mile for clients and coworkers. Able to solve problems with a multifaceted perspective. Record of following employer’s policies and procedures. Expert in MS Word and Excel. Bilingual: English/Spanish

CORE CASHIERING COMPETENCIES

|  |  |  |
| --- | --- | --- |
| – Cash Drawer Handling | – Cash Flow | – POS Operations |
| – Discrepancy Removal | – Bill Generation | – Reconciliation |
| – Merchandize Display | – Inventory Maintenance | – Transaction Processing |
| – Wrapping & Packaging | – Gift Cards | – Bagging |

KEY ACCOMPLISHMENTS
• Implemented POS based transaction processing systems that enhanced billing and cashiering accuracy by 40%
• Cut down waiting time for customers by 3 minutes on average through leveraging quick and effective automated bill generation mechanisms
• Balanced cash drawer for the previous 6 months and removed all discrepancies within a fortnight of hiring

PROFESSIONAL EXPERIENCE

SPROUTS FARMERS MARKET, Novi, MI
Cashier, 6/2011 to Present
• Process and generate bills, accept cards and cash for payment of the same
• Process POS and balance cash drawer on daily basis
• Participate in end year inventory and cycle counts

DOLLAR TREE, Novi, MI
Retail Sales Associate, 4/2009 to 5/2011

• Assisted cashier in execution of merchandizing and billing operations
• Processed and replenished merchandise and ensured stock availability on the assigned floor
• Guided customers and provided them with highest quality of customer service

EDUCATION
G.E.D | ABC SCHOOL, Novi, MI, 2009