

YOUR FULL NAME

Your mailing address
Your phone numbers
Your email address

Objective

Examples:

Seeking a position as a cashier in an established company.

A cashier position in a company that recognizes hard work and reliability as central to successful job performance.

To secure the position of cashier in a busy work environment.

Work Experience

Cashier

Sports Authority, New York, NY
February 2013 – Date

- help customers in person and telephonically
- deal with customer inquiries and complaints
- process sales and payments
- issue refunds and credits
- process returns and exchanges
- balance sales and receipts
- maintain records of all transactions
- wrap merchandise
- monitor inventory
- assist with product display and pricing

Cashier

Kmart, Staten Island, NY
October 2012 - January 2013 (seasonal job)

- processed sales and service transactions at the cash wraps
 - handled customer issues
 - restocked returned items
 - balanced money in cash register with sales data
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Education

Staten Island Technical High School, NY
High School Diploma 2012

Technical Skills

- MS Word
 - Data entry skills
 - Numeracy skills
 - Cash management
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Core Competencies

- communication skills
 - accuracy
 - customer service skills
 - problem-solving
 - honesty
 - reliability
 - flexibility
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References

Available on request