

CASHIER

Professional Summary

Results-oriented, strategic sales professional with two years in the Retail industry. Cashier who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Reliable and friendly team member who quickly learns and masters new concepts and skills. Passionate about helping customers and creating a satisfying shopping experience.

Core Qualifications

Cash handling accuracy

Mathematical aptitude

Organized

Time management

- Excellent multi-tasker
- Strong communication skills
- Flexible schedule
- Proficient in MS Office

Detail-oriented

Experience

Cashier

October 2014 to Current Company Name i¼ City , State

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Stock shelves, and mark prices on shelves and items.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- Sort, count, and wrap currency and coins.
- Compute and record totals of transactions.
- Compile and maintain non-monetary reports and records.
- Weigh items sold by weight to determine prices.
- Cash checks for customers.

Inbound/Return

June 2014 to September 2014 Company Name i¼ City , State

Changed equipment over to new product. Maintained proper stock levels on a line. Helped achieve company goals by supporting production workers.

Cashier

February 2014 to June 2014 Company Name i¼ City , State

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Stock shelves, and mark prices on shelves and items.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- Sort, count, and wrap currency and coins.
- Compute and record totals of transactions.
- Compile and maintain non-monetary reports and records.

- Weigh items sold by weight to determine prices.
- Cash checks for customers.

Apparel Associate

January 2014 to February 2014 Company Name i¼ City , State

- 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.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Maintain records related to sales.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Inventory stock and requisition new stock.
- Help customers try on or fit merchandise.
- Clean shelves, counters, and tables.
- Exchange merchandise for customers and accept returns.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

Apparel Associate

October 2013 to December 2013 Company Name i¼ City , State

- 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.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Maintain records related to sales.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Inventory stock and requisition new stock.
- Help customers try on or fit merchandise.
- Clean shelves, counters, and tables.
- Exchange merchandise for customers and accept returns.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

Cashier

August 2012 to August 2013 Company Name i¼ City , State

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Stock shelves, and mark prices on shelves and items.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- Sort, count, and wrap currency and coins.
- Compute and record totals of transactions.
- Compile and maintain non-monetary reports and records.
- Weigh items sold by weight to determine prices.
- Cash checks for customers.

Education

High School Diploma : 5 2013 Henry County High School i¼ City , State , United States

Member of FFA, FCA, Pep Club, and mentoring children from one of the public elementary schools

Skills

- Calculators
- Cash registers
- Credit, debit, checks and money
- Inventory
- Sales, scanners, tables