

LINE ATTENDANT

Summary

Results-oriented Supervisor with diverse background in management and customer service. Dedicated to providing excellent customer service and making operational and procedural improvements.

Highlights

- CERTIFICATIONS/SKILLS:
- Team player
- Excellent multi-tasker
- Strong communication skills
- Cash handling accuracy
- Microsoft Word Experience
- Talent in obtaining/charting vital signs
- Leadership skills
- CPR/First Aid Certification
- OSHA Certificate
- Microsoft Excel Experience

Store opening and closing procedures

Outstanding communication skills

Outstanding communication skills

Training and development

Accomplishments

Competitive Analysis

- Performed competitive analysis to make recommendations for future company growth.

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Experience

Line Attendant Nov 2009 to Sep 2014

Company Name 1/4 City , State

- Directed and supervised employees engage in sales, inventory-taking and reconciling cash receipts, or in performing services for customers.
- Offered exceptional customer service to differentiate and promote the company brand
- Assigned employees to specific duties, scheduled break, assuring they go on time accordingly.
- Monitored sales activities to ensure that customers receive satisfactory service and quality goods.
- Recommend, selected, and helped locate and obtain merchandise based on customer needs and desires
- Called other stores within the area to find desired items
- Helped customers try on and fit merchandise
- Greeted customers and ascertain what each customer wants and needs
- Responded to written and telephone requests for particular items for customers
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices
- Answered and directed phone calls to assigned employees
- Unloaded, picked, staged and loaded products for shipping
- Rotated stock by code and receiving date
- Transported goods from racks, shelves and vehicles.
- Replenished floor stock and processed shipments to ensure product availability for customers
- Upheld stock levels and proper pricing for multiple product lines.
- Supervised material flow, storage and global order fulfillment.
- Transported goods from racks, shelves and vehicles.
- Worked at a rapid pace to meet tight deadlines.
- Banded, wrapped, packaged and cleared equipment.

Crew leader Apr 2009 to Feb 2010

Company Name 1/4 City , State

- Cooked and prepared food for customers according to the corporate guidelines
- Used an electronic temperature gauge to ensure food is cooked to the FDA guidelines
- Packaged food, places the food in a bag and delivers the food to the customer
- Ensured quality assurance in reference to food and customer service standards
- Directed storage, preparation and serving of refreshments by other workers at Restaurant
- Called out and verified food orders in drive-in restaurant
- Read food order slip, received verbal instructions as to food required by patron and prepared food according to instructions
- Cleaned work area and food preparation equipment

Medical Assistant Externship Aug 2008 to Sep 2008

Company Name 1/4 City , State

- Performed general office duties such as answering telephones, taking dictation and completing insurance forms and making appointments
- Showed patients to examination rooms and prepared them for the physician
- Cleaned and sterilized instruments and disposed of contaminated supplies
- Interviewed patients to obtain medical information and measured their vital signs, weight, and height
- Recorded patients' medical history, vital statistics and information such as test results in medical records
- Collected blood, tissue and other laboratory specimens, logged the specimens, and prepared them for testing

Seasonal Culinary Arts Café Hostess Apr 2008 to Oct 2008

Company Name 1/4 City , State

- Sold and served refreshments to customers
- Recorded sales, using cash register
- Delivered orders to kitchens, and picked up and served food when it was ready
- Brewed coffee and tea, and filled containers with requested beverages
- Scrubbed and polished counters, steam tables, and other equipment, and cleaned glasses, dishes, and fountain equipment

Seasonal Sales Associate Oct 2007 to Jan 2008

Company Name 1/4 City , State

- Described merchandise and explained use, operation, and care of merchandise to customers
- Recommended, selected, and helped locate and obtain merchandise based on customer needs and desires
- Cleaned shelves, counters, and tables
- Greeted customers and ascertained what each customer wanted and needed
- Ticketed, arranged and displayed merchandise to promote sales
- Computed sales prices, totaled purchases and received and processed cash and credit payment

Education

Diploma , Medical Sanford-Brown Institute 1/4 City , State , US Sanford-Brown Institute Medical Assistant Diploma: Trevoze, PA August 2007 to September 2008

Certifications

Medical Assistant Diploma Medical Assistant CPR OSHA Certificate

Skills

Customer Service, Receptionist, Retail Sales, Cash, Sales, In Sales, Inventory, Reconciling, Sales Activities, Sales And, Security, Security Practices, Telephone, Medical Assistant, Fulfillment, Material Flow, Medical Assistant Diploma, Fda, Quality Assurance, Associate, Cash Register, Cash Handling, Cpr, Cpr/, Excel, Excellent Multi-tasker, Leadership Skills, Microsoft Excel, Microsoft Word, Multi-tasker, Osha Certificate, Strong Communication Skills, Team Player, Word, Pricing, Shipping, Credit, Promote Sales, Sales Associate, Answering, Dictation, General Office, General Office Duties, Laboratory, Medical Records, Statistics, Telephones, Testing