

Bert Smith
(123) 456-7890
bbtsmith@email.com
123 Address Rd, Anywhere, USA

Profile

Passionate recent business graduate with an associate degree in economics. Significant cash handling and customer service experience. Eager to work in a field in the financial industry that allows cash management and the ability to improve the lives of others.

Key Skills

- Attention to detail
- Customer service
- Cash management
- Microsoft Office

Education

Associate of Applied Business, Cuyahoga Community College, Cleveland, OH
September 2017 to December 2019

Professional Experience

Server, Littleberg Restaurant, Cleveland, OH
January 2020 - Present

- Greet tables and provide an excellent customer service experience to all customers
- Take orders, both food and drink, and make recommendations regarding menu items to patrons
- Expedite orders in the kitchen to ensure prompt delivery to tables
- Attend to evolving needs, including placing orders for additional food and drinks
- Handle payment transactions, including both cash and credit card payments, and provide correct changes when appropriate

Cashier, Foragers Grocery, Cleveland, OH
September 2017 - December 2019

- Assisted customers during the checkout process, including scanning items and bagging purchases
- Processed cash and credit card transactions, including providing exact change to shoppers
- Managed a cash drawer and ensured that all cash balances matched sales for the day
- Oversaw self-checkout, including assisting customers with scanning and checking IDs