

Bert Smith

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

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.

Education

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

Key Skills

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

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