

David Anderson
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Profile

Self-motivated and hardworking high school graduate seeking to contribute strong customer service skills and enthusiasm to sales associate job. Adept at interacting with a diverse range of customers and understanding their needs.

Professional Experience

Student Sales Associate, Lincoln Way Central High School, Mokena, IL

June 2018 – Present

- Greet customers to school book store in a friendly and courteous manner
- Organize store merchandise and maintain general cleanliness of store
- Accurately and efficiently transfer sales between customers and the register

Volunteer, Tree House Humane Society, Mokena, IL

June 2017 – June 2018

- Answered, screened and directed phone calls using multi-line phone system
- Greeted visitors and introduced them to animals available for adoption
- Assisted visitors in completing adoption forms and explained the requirements for adoption
- Maintained clean and organized boarding areas to promote animal well-being

Education

High School Diploma

Lincoln Way Central High School, IL, September 2016 - June 2020

Key Skills

- Customer service
- Digital and paper file maintenance
- Multi-line phone system
- Organization skills
- Strong verbal and written communication skills