

Shirlene B. Hicks
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333 Fourth Street, Marion, SC 29571

Profile

Personable, attentive retail sales clerk with over a year of experience meeting and exceeding customer expectations. Commended for maintaining a high standard of excellence in service and teamwork. Fast learning and eager to take on increasing responsibilities.

Key Skills

- Strong interpersonal skills
- Punctuality
- Customer service
- Dependability
- Teamwork

Education

Bachelor of Business Administration in General Business

FRANCIS MARION UNIVERSITY Florence, SC, August 2019 – Present (expect to graduate Spring 2023)

High School Diploma

MARION HIGH SCHOOL Marion, SC, June 2019

Professional Experience

Retails Sales, JoAnn's Boutique, Marion, SC

August 2019 – Present

- Greeting customers upon entry
- Assisting with changing rooms
- Responding to inquiries on locating items
- Reporting safety concerns and maintenance issues
- Processing sales transactions using POS software
- Was recognized as Employee of the Month for three consecutive months for exemplary work ethic and attitude

Sales Associate, Dollar General, Marion, SC

January 2019 – July 2019

- Greeted customers and assisted with locating merchandise
- Operated cash register to process customer transactions
- Stocked merchandise and helped set up seasonal displays
- Kept front of store clean and organized
- Commended for having zero errors with cash drawers