**Cashier Resume Sample**

927 East 6th Avenue,

Leesburg, VA 59620

(407) 468-2498

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*Head Cashier with over 10 years of experience in providing excellent customer service, handling daily accounts and maintaining inventory. Aiming to utilize my in-depth knowledge of customer satisfaction and vast retail experience to effectively fill the head cashier position at your branch. Possess a Bachelor’s degree in Arts and a National Professional Certification in Customer Service, and am bilingual in English/Chinese.*

# Professional Experience

## ROLEX, Leesburg, VA

## Head Cashier, September 2011 – Present

* Apply my knowledge of business administration, record keeping, planning, policies, scheduling, and related responsibilities to ensure productive operations.
* Trained 5+ cashiers, managing their cash limits and guaranteeing quality customer service at all times.
* Operate POS cash register, and balance cash drawers often containing $100,000+.
* Established our branch as the leader in volume sales in our district for 2 years running.
* Meticulously handle high volume sales of $25,000+ on a daily basis.
* Resolve customer complaints and provide expert knowledge regarding products.

## MEN’S WAREHOUSE, Leesburg, VA

## Shift Manager, February 2009 – September 2011

* Handled POS transactions, customer service, and inventory orders.
* Updated knowledge of new store merchandise weekly.
* Calculated total payments received for a given time period, and reconciled this with total sales.
* Compiled and organized inventory reports and employee records.
* Assigned tasks to 3 associates and ensured they them in a timely manner.

## PACIFIC SUNWEAR, Leesburg, VA

## Sales Associate, December 2006 – February 2009

* Responded to 100+ customer inquiries on a daily basis.
* Responsible for a balanced cash drawer at the opening and closing of a shift.
* Assisted with monthly floor sets in which the team was responsible for restocking the store with over 3,000 items of new merchandise.

# Education

## CARROLL COLLEGE, Leesburg, VA

Bachelor’s degree in Art History, June 2008

* GPA: 3.9/4.0
* President of the Art and Design Club

# Additional Skills

* Skilled in Microsoft Office (Word, Excel, Outlook, and PowerPoint)
* Proficient in Oracle and SAP data entry
* Expert on AccuPOS Point of Sale software