

Resume 437

Objective:

Highly-motivated, dedicated, and results-driven professional to secure a position with your company utilizing my skills, training, and experience

Summary of Qualifications:

- Skilled in providing uncompromising highest standards of customer service in the retail industry, assisting customers with their product/service requests, requirements, and selections, developing effective solutions customized to individual needs, and resolving issues to their complete satisfaction.
- Operates cash registers, POS systems, and credit card readers, cashing-out customers' orders, returning exact change, and maintaining balanced drawers.
- Dependable, highly organized, follows directions precisely, and adapts to nearly any work setting.
- Strong communications, math, analytical, and problem-solving skills.
- Multi-tasks effectively, learns new systems quickly, and completes all assignments on time or ahead of schedule.
- Familiar with using computers, Windows, MS Office, Internet research, and email.
- Works well independently or collaboratively in a team environment.

Professional Experience:

04/20 – 07/20 *Roofer - Helper*

G.J. Lawn Company, Niagara Falls, NY

- Remove old roofing materials and clean work areas and equipment.
- Apply shingles, gravel, or asphalt over the top layer of tar to protect the roofing material
- Unload materials and tools from work trucks, and unroll roofing as directed
- Set ladders, scaffolds, and hoists in place for taking supplies to roofs.

12/19 – 03/20 *Cashier*

Tops Friendly Markets, Niagara Falls, NY

- Receive and process payment by cash, check, credit cards, or automatic debits.
- Answer customers' questions, and provide information on procedures or policies.
- Assist customers by providing information and resolving their complaints
- Stock shelves, sort and reshelv returned items, and mark prices on items and shelves.

05/17 – 09/17 *Groundskeeper/Landscaping*

Niagara Count Summer Youth Department, Niagara Falls, NY

- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flowerbeds, walks, or walls.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders
- Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans