

## First Name Last Name

City, State | Phone Number | email address

**Professional Summary:** Motivated and adaptable professional with strong communication, organization, and problem-solving skills. Experienced in delivering high-quality work in fast-paced environments. Seeking an opportunity to contribute to a team-oriented organization when continuing to develop professional skills.

### Key Skills & Competencies

#### *Communication and Teamwork*

- Collaborated with diverse teams to complete group projects and meet organizational goals
- Clearly communicated information to customers, clients, and coworkers in person and by phone/email

#### *Organization and Time Management*

- Prioritized multiple tasks and deadlines efficiently in busy work settings
- Maintained accurate records and handled scheduling or documentation responsibilities

#### *Customer Service and Interpersonal Skills*

- Provided friendly and professional service to customers, resolving concerns effectively
- Built positive relationships with clients and coworkers to support team success

#### *Problem-Solving and Adaptability*

- Identified and resolved issues quickly to maintain smooth daily operations
- Adapted to changing priorities and learned new systems or procedures

### Professional Experience

#### Dollar General – **Cashier**

- Provided excellent customer support while managing multiple daily tasks in a fast-paced environment
- Operated computerized POS system to total transactions, process payments, and manage returns
- Monitored shelf and back stock inventory to alert managerial staff when low on certain items

### Education

Herkimer High School – Herkimer, NY

**High School Diploma**