
CASH OFFICE ASSISTANT RESUME

Objective:

To obtain the position of Cash Office Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

Summary of Skills:

- Ability to perform adding, subtracting, multiplying and dividing
- Ability to operate a cash register
- Ability to respond appropriately to basic customer and employee inquiries
- Ability to develop spreadsheets and databases
- Ability to learn the necessary skills to operate a word processing system
- Strong reading, writing and communication skills

Work Experience:

Cash Office Assistant
Mustang Engineering, Wayne, NJ
August 2005 to till date

- Performed accurate balancing of all transactions and receipts.
- Ensured security over all funds.
- Processed and filed paperwork as was directed by supervisor.
- Provided quick and responsive customer service.

Cash Office Assistant
AppleOne, Wayne, NJ
May 2000 to July 2005

- Coordinated orders typed routine correspondence and other materials.
- Operated photocopy machine, cash register, and other office equipment documents.
- Assisted in operating centralized telephone system, filed documents and reported issues.
- Received, typed and processed various applications, permits and other forms.
- Scheduled appointments, meetings, and conferences.

Education:

Associate Degree in Business Studies
University of Utah, Salt Lake City, UT

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