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## Convenience Store Clerk Resume

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### Job Objective

To obtain a Convenience Store Clerk position and to contribute to the success and reputation of the company.

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### Work Experience:

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Convenience Store Clerk, May 2004 – Present  
SOS Staffing, Portland, OR

- Assisted customers with pleasing and admirable communication.
- Demonstrated to scan the bar code or enter the price of merchandise into a cash register.
- Ensured ideal accounting by calculating sales and maintaining records.
- Verified the age of customers when selling lottery, alcohol or tobacco products and made sure they are not underage.
- Ensured balancing cash drawer.
- Arranged merchandise and stocking shelves and ensured clean maintenance.

Liquor Store Clerk, March 2002– April 2004  
Department of Workforce Services, Portland, OR

- Assisted customers with their shopping selection upon request.
  - Volunteered to bag and carry out groceries for customers.
  - Performed cleaning duties throughout the store and ensured clean maintenance.
  - Received and ensured proper storage of deliveries.
  - Ensured and maintained product quality, rotation and storage procedures.
  - Provided superior customer service while working with associates to promote sales.
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### Summary of Qualifications:

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- Ability to speak effectively in presence of customers and associates
  - Ability to read and interpret documents such as rules, operating and maintenance instructions, and procedure manuals
  - Typing speed of 50 W.P.M
  - Experienced in cashiering, customer service, stocking and maintaining cash register
  - Ability to lift up to 50 lbs
  - Ability in balancing cash drawer and able to count back change and balance
  - Ability to operate point of sale equipment
  - Familiar with Word, Excel and database software
  - Excellent communication skill to maintain good relations with customers and co-workers
  - Ability to handle multiple tasks and work in a team environment
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### Education:

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Associate Degree in Public Relations, Cuyahoga Community College District, Cleveland, OH

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