
Counter Clerk Resume

Job Objective

To obtain a Counter Clerk position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Counter Clerk, May 2004 – Present
Dairy Queen, Somerville, NJ

- Prepared merchandise for display, or for purchase or rental.
- Greet customers and discuss the type, quality and quantity of merchandise sought for rental.
- Recommend and provided advice on a wide variety of products and services for walk-in or telephonic customers.
- Administered intercom announcements to promote sales, maintain, stock, and clean cases in deli area.
- Calculated and balanced records of transactions and prepared rental forms.
- Appraised, examined and tagged articles to be altered, cleaned, stored, or repaired.

Counter Clerk, March 2002 – April 2004
RB Fries, Somerville, NJ

- Administered to set an example of superior customer service.
 - Budgeted, audited and balanced cash handlings and ensured security of cash drawer.
 - Process returned Merchandise.
 - Ensured received on account payments.
 - Expedited cash loans out to drawers in a safe and timely manner.
 - Prepared departmental transfer sheets.
 - Administered responsibility of own safety and the safety of others.
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Summary of Qualifications:

- Ability to comply with all safety guidelines and standards
 - Experienced in cash handlings and ensure security of cash drawers
 - Excellent commitment in providing admirable customer service
 - Ability to work weekends and evenings on a regular basis
 - Familiar with Word, Excel and database software
 - Ability to communicate clearly and effectively
 - Excellent client service skills
 - Excellent communication skills
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Education:

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

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