
Courtesy Clerk Resume

Job Objective

To obtain a Courtesy Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

Courtesy Clerk, May 2004 – Present
Bag 'N Save, Inc, Elkhart, IN

- Provided Excellent customer service and assisted them with their shopping selection upon request, bag groceries and carry out.
- Retrieved shopping carts and performed price checks to verify grocery prices.
- Checked prices for other employees and customers as requested.
- Assisted the checker to bag groceries, using plastic or paper bags at customer's request.
- Obtained bags and paper towels and supplies to designated sources.
- Periodically patrolled parking lot and inside areas of the store for shopping carts and ensured to clean maintenance.

Courtesy Clerk, March 2002 – April 2004
Market Street, Elkhart, IN

- Volunteered to provide well mannered customer service by greeting, smiling, thanking and bag or wrap purchases and assist with carry-out for customers.
 - Assisted customers by obtaining items from shelves, freezers, coolers, bins, tables, or containers or direct them to appropriate location.
 - Replaced damaged or unwanted goods, removed and replaced signs.
 - Assisted in stocking product in various departments and ensured proper rotation of product.
 - Demonstrated to transport shopping carts to the appropriate area.
 - Performed cleaning of store, lunch areas and restrooms.
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Summary of Qualifications:

- Ability to remove and replace price tags and signs and perform stocking duties
 - Ability to interact with customers and co-workers
 - Ability to understand and follow instructions
 - Typing speed of 50 W.P.M
 - Excellent communication skill to maintain good relations with customers and co-workers
 - Ability to perform complex data entry tasks
 - Ability to follow company customer service procedure
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Education:

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

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