
FLOOR ASSISTANT RESUME

Objective:

To obtain the position as Floor Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Ability to easily sort merchandise by color and size
- Ability to perform high-school equivalent math calculations
- Ability to quickly learn and utilize internal software systems
- Strong organizational skills including high attention to detail and accuracy
- Ability and willingness to communicate with all levels of the organization
- Ability to prioritize and complete tasks in a timely and efficient manner

Work Experience:

Floor Assistant
Vertis Communications, Las Vegas, NM
August 2005 to till date

- Possessed a high level of motivation, energetic and proactive.
- Handled confidential information and exercised discretion.
- Received minimal instruction on routine work.

Floor Assistant
Vertis Inc., Las Vegas, NM
May 2000 to July 2005

- Ensured that all material is disposed of in accordance with environmental and safety rules and regulations.
- Swept machine area to maintain clean and safe working environment.
- Operated mechanical floor cleaners, polishers and vacuums.
- Moved furniture and other objects as needed in order to ensure adequate cleaning.

Education:

Bachelor's Degree in Business Administration
St. Louis University, St. Louis, MO

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