
Front End Clerk Resume

Job Objective

To obtain a Front End Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Front End Clerk
AT&T Corporation, Little Rock, AR
May 2004 – Present

- Ensured to check out customers' purchases accurately and efficiently.
- Maintained consistent cash accuracy and demonstrated to train other staff as needed.
- Assisted customers with grocery bagging as requested.
- Administered to receive membership applications and equity payments.
- Adhered to procedure whilst providing information to prospective members.

Front End Clerk
Madrid Corp, Little Rock, AR
March 2002– April 2004

- Rotated merchandises to ensure easy shopping experience to the customer.
 - Adhered to Quality Standards for customer service.
 - Assisted other departments as needed.
 - Ensured to adhere to departmental procedures.
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Summary of Qualifications:

- Ability to read and interpret documents department manual
 - Ability to understand technical requirements of job and applied technical knowledge consistently
 - Ability to handle emergencies and customer complaints
 - Ability to prioritize work tasks, multi-task, and maintain focus
 - Ability to perform tasks accurately and efficiently, free from errors
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Education:

Associate Degree in Communications
Owens Community College, Perrysburg, OH

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