
Retail Clerk Resume

Job Objective

To obtain a retail clerk position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Retail Clerk

Hog Slat, Inc., Sarasota, FL

May 2004 – Present

- Stacked and palletized scrap merchandise to be trucked out daily.
- Prepared orders for delivery driver.
- Managed billing and finance transactions like daily close, bank deposits, inventory adjustments and accounts receivable.
- Assisted Store Manager with inventory management.

Retail Clerk

Gladwin, MI, Sarasota, FL

March 2002– April 2004

- Ensured to meet and greet guest as they enter the retail area and assist them with merchandise purchases.
 - Ensured good appearance of the retail area.
 - Assisted in monitoring property cash flow on a weekly basis and prepared projections.
 - Provided courteous and professional customer service to all guests.
 - Administered cost saving controls.
 - Ensured economical and safe use of supplies and equipment.
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Summary of Qualifications:

- Vast clerical experience in a retail environment
 - Skilled in packing and unpacking of merchandise
 - Knowledge of displaying merchandise in a store
 - Familiarity with coding, pricing and billing cycles
 - Ability to handle cash and cashiering experience
 - Focus on customer services with a commitment to satisfy
 - Excellent verbal and written communication skills
 - Knowledge in operating forklifts, pallet jacks and other equipment
 - Strong ability to lift, move and handle weights up to 50 pounds
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Education:

Associates degree in Accounting

Central Piedmont Community College, Charlotte, NC

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