
Retail Store Clerk Resume

Job Objective

To obtain a Retail Store Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Retail Store Clerk

Legacy Liquors, Inc., Brook Park, OH

May 2004 – Present

- Educated customers on new products and special promotions.
- Maintained clean and orderly store and warehouse.
- Operated cash register and handled monies.

Retail Store Clerk

Sara Lee, Brook Park, OH

March 2002– April 2004

- Maintained store appearance by cleaning shelves, floors, and windows frequently.
 - Provided friendly, courteous service to all customers.
 - Assisted manager in day to day operations of the store.
 - Maintained paperwork processes during manager's vacation and illness.
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Summary of Qualifications:

- Ability to lift products and boxes up to 50 lbs and move mobile racks.
 - Ability to read and understand basic instructions.
 - Ability to perform basic math calculations.
 - Ability to quickly learn inventory management software.
 - Wide knowledge of the parts and equipment.
 - Good understanding of E-Mail, Word and Excel in daily communications.
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Education:

Associates degree in Accounting

Central Piedmont Community College, Charlotte, NC

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