

## COMBINATION RESUME SAMPLE

(use if you have minimal experience related to the job)

# SARAH SAMPLE

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A first-year Business student who is detail-oriented and highly motivated, with experience providing excellent customer service. Notable skills in cash handling, communication, and problem-solving, with the ability to resolve customer issues, creating positive customer experiences.

Seeking a **part-time position as Cashier** at Company X where the following areas of expertise will be utilized:

- Customer Service
- Cash Handling
- Organization
- Processing card transactions
- Responsible & Professional
- Relationship Building
- Using POS systems
- Working independently and on a team

## CORE COMPETENCIES

### Customer Service Skills

- Positive and professional attitude in the workplace and able to make customers feel welcome
- Successfully attended to customers and worked to ensure customer satisfaction was attained
- Provided professional service to customers in person, via email, and over the phone
- Ability to establish rapport and build relationships with customers for repeat business
- Great listening skills and ability to understand customer needs

### Communication & Teamwork Skills

- Communicated with people from different countries and worked to resolve any issues
- Extensive experience working collaboratively in team settings
- Demonstrated excellent communication skills with co-workers and customers on a daily basis
- Worked effectively in a team and also independently to ensure tasks are completed by deadlines

### Technical Skills

- Worked with different sales systems and databases; can learn new technology quickly
- Accurately input information into systems – such as customer information and monetary amounts
- Experience using credit and debit card machines, as well as cash handling

## EDUCATION

**Post Degree Diploma in Global Business Management** | North Island College, BC 2018-2020

**Bachelors in Commerce** | Delhi University, India. 2011 - 2015

## WORK EXPERIENCE

**Cashier & Sales Representative** | Dehli Superstore, India 2016 - 2017

**Call Centre Representative** | Mantekka Inc., India 2015 - 2016

## REFERENCES

Available upon request.