

SAMPLE RESUME MAKEOVER

Donna Marks
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OBJECTIVE

To obtain a challenging position with opportunity and growth as a cashier in a large retail setting.

SUMMARY OF QUALIFICATIONS

Fast, accurate, and courteous cashier with three years of experience in a large retail setting. Friendly and professional when dealing with the public; maintain composure during fast-paced, sometimes hectic situations. Frequently commended by supervisor for excellent work performance and helping Spanish speaking customers.

EXPERIENCE

8/1998 - Present

Action Mart

Miami, FL

Cashier

- Regarded as one of the fastest cashiers in the store, quickly and accurately processing orders at checkout while developing rapport with customers.
- Informed by repeat customers that they search for my register in order to enjoy a fast, hassle-free checkout.
- Maintained perfect attendance for three consecutive years.
- Quickly learned optical price scanner system and keep up-to-date on feature-priced items and coupon deals.
- Actively promoted the store's United Charities donation drive, helping the store raise \$125,000 during three-month campaign.
- Cultivated repeat and referral business through excellent customer relations.

EDUCATION

6/1998

ABC High School

Miami, FL

High School or equivalent

High School Diploma