

SHANE HARLOW

Grocery Store Cashier

✉ Shanlow@email.com

📞 (123) 456-7890

📍 Washington, DC

🌐 [LinkedIn](#)

EDUCATION

Diploma

ALJ High School

📅 2012 - 2016

📍 Washington, DC

SKILLS

- POS Systems
- Leadership
- Sales
- Compassionate
- Customer Service
- Detail-oriented
- Accountable

CAREER OBJECTIVE

Experienced grocery store cashier with a track record as a top performer both individually and as a manager. Looking for an opportunity to continue developing my management skillset and contribute to a customer-first culture at Trader Joe's.

WORK EXPERIENCE

Grocery Store Cashier

ShopRite

📅 2019 - current

📍 Washington, DC

- Promoted to head cashier by demonstrating accountability, collaboration, and customer-focused service
- Supervised scheduling and management of a 5 cashier-team to ensure all shifts were covered across busy and slow times
- Worked with 60+ daily customers to understand pain points and assess the checkout experience for potential improvements
- *Coached 18 new cashiers in POS system* and company basics

Administrative Assistant

Del Pozo Law Offices

📅 2017 - 2019

📍 Newark, NJ

- Created a welcoming environment for 100+ weekly clients and potential clients to ensure a positive first impression of the office
- Managed the calendars for all attorneys in the 7-person law office to ensure clients were helped
- Directed purchase and organization of all office supplies across 3 different offices
- *Solicited inventory requests from 7 colleagues and 2 executives* to promote a productive work environment

Sales Associate

Total Party

📅 2016 - 2017

📍 San Francisco, CA

- Maintained a positive attitude while directing 80+ daily customers to products based on what they were looking for
- Promoted the value of the customer loyalty program, leading to an 8% beat on the expected customer sign-up rate
- Maintained a positive, customer-first attitude, exceeding customer satisfaction targets by 17%
- Exceeded sales targets in 8 out of 9 quarters with excellent customer service and attentiveness to their needs