

# Shane Harlow

## Grocery Store Cashier

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Washington, DC

[LinkedIn](#)

*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

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### ShopRite - Grocery Store Cashier

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

### Del Pozo Law Offices - Administrative Assistant

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

## EDUCATION

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### ALJ High School - Diploma

2012 - 2016

Washington, DC

## SKILLS

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