

Buzz Lightyear

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Objective

To obtain a position as an Office Manager where I can implement my strong management skills in customer service, and office management.

Qualifications and Skills

- Proficient in Microsoft Office
- Analytical problem solver, organized, and self-starter
- Knowledgeable in office tasks: filing, answering phones, creating spreadsheets, and processing mail
- Works well as a team player and disciplined to work individually

Education

Associate of Science Degree, Business

Quinsigamond Community College, Worcester, MA

Expected May 2017

Experience

Sales Associate

Staples, Worcester, MA

Jan 2013 – Present

- Demonstrate superior customer service by handling up to 100 customers a day
- Maintain accurate cash handling and documenting returns
- Fulfill time management skills by organizing daily tasks at the start of the shift and completing them by the end of the shift

Store Team Leader

CVS, Worcester, MA

Sept 2012 – Jan 2013

- Promoted to floor manager
- Developed strong merchandising skills
- Oversaw inventory control for the whole store
- Handled vendor and warehouse delivery and ordered products for my department

Customer Service Representative

GAP, Worcester, MA

Jan 2010 - Sept 2012

- Provided assistance to customers through finding sizes, styles, and products
- Arranged sale items for front of store display
- Processed purchases and returns accurately