
Jaclyn Atkins

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# CAREER OBJECTIVE

To obtain work as a cashier in a bakery

# WORK EXPERIENCE

FRONTEND CASHIER at Gourmet Bakers and Confectioners 2010 – 2012

Handling Cash Registers

Receiving payments from customers

Dealing with salesmen from wholesale companies and making payments for purchased items

Updating bakery items sold and cash received on a daily basis

Receiving and resolving complaints from customers

Assisting inventory control manager

Handling return and exchange of goods sold

Preparing and issuing vouchers

Achievements and Awards

Customer Care Award for 2011: increased company’s sales by 5%

# PROFESSIONAL SKILLS

Excellent verbal and written skills

Attention to detail

Excellent handling of accounting activities

Ability to greet clients in polite and friendly manner

Excellent knowledge of MS Word and MS Excel

Excellent knowledge of point of sale terminal (POS)

# EDUCATION

High School Diploma at Timber Creek High School Orlando, FL May 2015

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