
Wilma Richter

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Working Experience

## Lake View Restaurant — Seattle, WA

**Junior Cashier**, June 2012 – January 2013

### Responsibilities

Receiving cash and making change for customers

Recording customers’ cash related complaints

Keeping a record of daily food orders and cash collected

Handling banking activities

Preparing and submitting a weekly sales report to senior cashier

Accomplishments

* Tailored an inventory control software program as end-term project at Royal College of Commerce (2012)
* Introduced different techniques to effectively handle cash in relatively short time at Lake View Restaurant (2012 – 2013)

Related Skills

* Excellent knowledge of point of sale (POS) touch screen register
* Vigilant in cash handling
* Up-to-date knowledge of wholesale and retail prices of both food and non-food items
* Ability to maintain required safety and health standards of food items
* Good knowledge of stocking and rotating food and non-food retail items
* Good understanding of resolving cash issues related to customers
* Adequate knowledge of different types of credit cards
* Good verbal and written skills

Other Skills

* Effective communicator
* Trilingual: English, Spanish, and French
* Pleasant personality

Education

## Royal College of Commerce — Seattle, WA

**Diploma in Accounts** – September 2010 – April 2012

GPA: 3.55

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