#

# Patricia Robinson

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Seeking to obtain a cashier position in a reputable shoe store

# Work Experience

## North Star Shoes – Front-end Cashier January 2011 – January 2013

***Responsibilities***

* Receiving payments and issuing receipts
* Processing credit card payments
* Issuing checks to vendors
* Handling telephone inquiries
* Greeting customers in a polite and friendly manner
* Taking care of petty cash
* Verifying availability of shoe items before making P.O.
* Processing batch transactions

***Achievements and Awards***

* Introduced effective procedures to reduce the time required in handling larger numbers of customers
* Employee of the Year Shield Year 2012

# Education

## Gainesville Institute of Commerce - GA – Diploma in Accounting Graduated in 2010

* GPA: 3.8/4.00

# Professional Skills

* Good knowledge of different brands of shoes and associated costs
* Ability to listen to cash related complaints from customers and take appropriate, immediate action
* Excellent verbal and written skills
* Giving attention to details
* ability to complete tasks within specific time frames
* Recording transactions with accuracy
* Excellent knowledge of Finance
* Good knowledge of MS Excel and MS Outlook
* Effective time management skills

# Personal Skills

* Excellent communicator
* Pleasant and cheerful personality
* Regular and Punctual

# Languages

* English (native)
* Italian (good)
* French (intermediate)

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