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Rhonda Jennings

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# Work Experience

Moon General Store – Euclid Avenue San Luis Obispo, CA

Cashier March 2012 – January 2013

* Welcoming customers entering the store in a warm and professional manner
* Receiving payments from customers for goods sold
* Recording daily transactions using customized software
* Maintaining inventories and stock
* Preparing delivery records
* Developing a rapport with customers

# Related skills

* Excellent in accounts
* Receiving payments from customers in exchange for goods sold
* Ability to accurately record daily sales in cash register
* Ability to accurately count cash
* Ability to handle cash related disputes with customers and taking appropriate actions
* Ability to work with little supervision
* Excellent knowledge of different modes of payments including cash, credit, and credit card
* Ability to assist customers with transactions and purchases
* Ability to build effective business rapport with customers
* Good knowledge of operating Point of Sale terminal (POS) and adding machine
* Excellent in restocking merchandise
* Good knowledge of banking transactions
* Excellent communication skills
* Excellent working knowledge of MS Excel and MS Word

# Education

National Institute of Managerial Sciences San Luis Obispo, CA

*Diploma in Applied Economics* January 2010 – December 2011

GPA: 3.62

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