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Gregory Lee

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Working Experience

## Central Park Grocery Store — Richmond, VA

**Cashier**, January 2012 – February 2013

Greeting customers upon their entrance to the grocery store

Receiving payments from customers in exchange for goods sold

Contacting customers in case of insufficient check funds

Checking “point of purchase” signs

Operating cash register and adding machine

Handling customers’ cash related issues in a polite manner

Achievements & Awards

* Introduced different techniques which reduced the time required to handle customers at Central Park Grocery Store
* Best Student Shield for the year 2011 – Richmond College of Business Administration

Key Skills

* Excellent knowledge of retail environment
* Ability to run a cash register (both manual and computerized)
* Ability to maintain excellence in customer service
* Ability to deal with colleagues and senior management through excellent communication skills
* Excellent knowledge of Microsoft Office tools including Excel, Word, and Outlook
* Able to work effectively in high pressure situations with no or minimal supervision
* Ability to work in ever-changing work situations
* Ability to meet deadlines while giving attention to details
* Ability to except challenges
* Ability to work with colleagues and upper management in a fast-paced environment
* Flexible working hours including overtime and weekends if and when required
* A total understanding of Point of Sale terminals (POS)
* Capable of handling cash related issues and taking appropriate and timely action

Education

## Richmond College of Business Administration — Richmond, CA

**Post Graduate Diploma in Managerial Sciences** – Graduated: December 2011

* GPA: 3.4

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