**Shane Vilmer**927 Brook Lane
Sometown, TX 75055
555-555-5555
shanevilmer@anydomain.com

**EXPERIENCED RETAIL CLERK**

* Retail sales clerk known for exemplary customer service, team player mindset and exceptional cash-handling accuracy.
* Five-year record of dedication and dependability reinforced by consistent “exceeds expectations” ratings on performance reviews and multiple “Employee of the Month” honors.
* Backed by excellent interpersonal skills and a commitment to customer service that has been described as “second-to-none” by employers.

**RETAIL SKILLS**

|  |  |
| --- | --- |
| * Retail Sales
* Cash-Handling Accuracy
* Credit Card Transactions
 | * Customer Service Excellence
* Loss Prevention
* Merchandising & Stocking
 |

**EXPERIENCE**

STORE-MART/DISCOUNT RETAIL CO., Sometown, TX
*Big-box retail store locations with up to $2.6M in annual sales.***Retail Sales Clerk**, 6/06 to Present
Courteously greet customers and efficiently process transactions within busy, fast-paced retail environments. Operate cash register, scanners and computers to itemize and total customer purchases; collect payments and make change for cash transactions; and balance drawer at the end of each shift. Assist with store stocking, floor-sets and opening/closing procedures.

***Accomplishments:***

* Repeatedly named “Employee of the Month” at both companies in recognition of excellent job performance and customer service.
* Commended by supervisors for flexibility in changing work hours when asked and filling in during scheduled off-days for absent employees.
* Honored with repeated awards for cash handling accuracy, with zero overages/shortages month-over-month.
* Displayed a positive, helpful attitude on a daily basis that was consistently praised by customers and employers alike.

**EDUCATION**

SOMETOWN HIGH SCHOOL, Sometown, TX
**High School Diploma**, 2006

**AWARDS**

* Three-Time “Employee of the Month,” Store-Mart, 2009 to 2011
* Four-Time “Employee Star,” Discount Retail Co., 2006 to 2007
* “Peak Performer Award” (for cash-handling accuracy), Store-Mart, 2009, 2010, 20111

**TECHNOLOGY**

* Skilled at operating computerized cash registers, scanners and affiliated POS system
* Basic skills in MS Word and Excel

**Available for all shifts and extended evening/weekend hours**