

# Stella Beck

## Cashier / Customer Service Representative

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📍 123 Maple Street, Oak Park, IL 60302

### STRENGTHS

- ♥ **Empathy**  
Actively listen to customers, offering reassurance that their needs matter. Regularly receive feedback that significantly boosts store perception.
- ✂ **Adaptability**  
Respond well under pressure, adjusting quickly to adjustments in store traffic and adjusting priorities as needed. Colleagues often seek input for resourceful solutions.
- 👥 **Collaboration**  
Worked closely with coworkers to coordinate sales events seamlessly, often sharing responsibilities during peak periods.
- 👁 **Attention to Detail**  
Frequently praised for awareness of surroundings, helping to promptly address spills or restocking needs to ensure safety and aesthetics.
- 💬 **Communication Skills**  
Effectively communicate product information and service offerings, routinely clarifying policies and promoting essentials like loyalty memberships.

### SKILLS

Customer Service Excellence

Cash Handling   POS Systems

Inventory Management

Team Collaboration

Problem Solving   Retail Strategy

Product Knowledge   Multitasking

Time Management

Cleanliness Standards

Sales Promotions   Training Support

Conflict Resolution

### SUMMARY

Dedicated customer service professional eager to join a dynamic team. Over two years spent in retail environments, focusing on outstanding service and operational excellence. Known for managing transactions efficiently while enhancing customer experiences through effective communication and problem-solving skills. Committed to maintaining a clean and welcoming environment, ensuring compliance with safety standards and policies. Excited to contribute positively to store operations and generate satisfaction among shoppers and staff alike.

### EXPERIENCE

#### Customer Service Associate

Sunny Day Market 📅 March 2024 - Present 📍 Elmhurst, IL

As a Customer Service Associate, fostered relationships with customers to drive repeat business, effectively managed point-of-sale transactions, and ensured an organized shopping experience.

- Built rapport with patrons by providing genuine assistance and advice on products.
- Processed financial transactions successfully while following strict cash handling protocols.
- Kept sales floor orderly and accessible, contributing to an inviting atmosphere.
- Worked closely with colleagues during busy shifts to maintain high standards of service.

#### Sales Associate

Brightside Grocers 📅 June 2023 - February 2024 📍 Chicago, IL

In the Sales Associate role, enhanced customer interactions through product knowledge and promotional strategies, while also managing inventory effectively.

- Guided customers in their product choices and promoted ongoing loyalty programs.
- Handled transaction procedures and contributed to minimizing cash discrepancies with accuracy.
- Managed stock levels making sure shelves were replenished neatly for optimal display.
- Collaborated across departments to develop appealing shopping promotions.

#### Part-Time Cashier

Johnson's Convenience Store 📅 January 2023 - May 2023 📍 Oak Park, IL

Responsible for cashier duties including transaction processing and maintaining a friendly checkout experience, while adhering to applicable retail regulations.

- Operated register systems accurately to complete everyday purchases.
- Provided quick resolutions to any service-related issues or inquiries from customers.
- Monitored store environment to uphold cleanliness, particularly around checkout areas.
- Maintained knowledge about store promotions to effectively inform customers.

### LEADERSHIP & AWARDS

- Employee of the Month Award at Sunny Day Market for exceptional service.
- Top Sales Performer recognition at Brightside Grocers for exceeding monthly targets.

### EDUCATION

#### High School Diploma

Oak Park High School 🎓 GPA: 3.5 📅 2022 📍 Oak Park, IL

**Coursework:** *General Studies, Mathematics, English, Business*

### CERTIFICATIONS

- Food Safety Handling Certification 📅 2023
- Customer Service Fundamentals Training 📅 2023

Regulatory Compliance

Positive Attitude

## LANGUAGES

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English Native

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Spanish Proficient

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## MY CAREER

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- Customer Service Associate at Sunny Day Market (2.2 Years)
- Sales Associate at Brightside Grocers (8 Months)
- Part-Time Cashier at Johnson's Convenience Store (4 Months)

## TECHNICAL SKILLS

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- **Customer Service Software:** Clover, Square, Vend
- **Inventory Management Tools:** QuickBooks, Fishbowl, Cin7
- **Communication Platforms:** Slack, Zoom, Microsoft Teams
- **Point Of Sale Equipment:** VERIFONE, Ingenico, Shopify
- **Office Software:** Microsoft Office, Google Workspace, Trello
- **Cleaning Supplies:** Sanitizing Materials, Detergents, Lasting Solutions
- **Safety Guidelines:** OSHA Guidelines, Hazard Tracking, Emergency Procedures
- **Loyalty Program Systems:** Belly, FiveStars, Loyalzoo
- **Market Research Methods:** Surveys, Customer Feedback, Trend Analysis
- **Financial Procedures:** Daily Reconciliation, Reporting, Tax Handling

## PROFESSIONAL AFFILIATIONS

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- Member of Oak Park Community Service Association, involved in local events.
- Volunteer Coordinator for Food Drive programs across local neighborhoods.

## ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST