

Thomas G. Smythe
123 South Street
Commerce City, Colorado 80022
303-555-1234

OBJECTIVE

Seeking a retail sales position requiring excellent customer service skills

CUSTOMER SERVICE SKILLS

Sensitive to needs of customers

Handled large amounts of cash

Accurately reconciled cash receipts

Recommended for management position

Represented corporation at job fairs

Designed sales brochure cover and layout

ACCOMPLISHMENTS

- Customer service experience with increasing responsibilities based on merit
- Diplomatically handled and resolved problems resulting in customer satisfaction
- Good communication skills with customers, coworkers, and supervisors
- Quickly learned and applied company procedures

PERSONAL WORK STRENGTHS

Friendly / Outgoing

Team oriented

Problem solver

Dependable / Punctual

Willing to learn new techniques

Quick learner

Flexible

Results oriented

EMPLOYMENT HISTORY

Order and Data Entry Clerk

Mountain States School Supply

6/2003 – 8/2004

Northglenn, CO

Sales Clerk and Cashier

Foster's Department Store

9/2004 - present

Denver, CO

EDUCATION

Diploma

Adams City High School

June 2005

Commerce City, CO