

Candice Spencer

Cashier - Goodwill

Longmont, CO

candyspencer90@yahoo.com - (720)299-2314

Service-oriented Cashier with 5 year background in customer service. Core competencies include cash handling, retail and sales as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

WORK EXPERIENCE

Cashier

Goodwill - Longmont, CO - November 2014 to Present

Receive payment by cash, check, credit cards, vouchers, or automatic debits.

Issue receipts, refunds, credits, or change due to customers.

Assist customers by providing information and resolving their complaints.

Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Greet customers entering establishments.

Answer customers' questions, and provide information on procedures or policies.

Process merchandise returns and exchanges.

Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.

Request information or assistance using paging systems.

Receptionist

Aspen Personnel - Longmont, CO - June 2013 to October 2013

Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.

Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.

Transmit information or documents to customers, using computer, mail, or facsimile machine.

Schedule appointments and maintain and update appointment calendars.

Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.

File and maintain records.

Collect, sort, distribute, or prepare mail, messages, or courier deliveries.

Perform duties, such as taking care of plants or straightening magazines to maintain lobby or reception area.

Garden acres postal station

Postal Clerk

Garden Acres Postal Station - Longmont, CO - May 2002 to September 2007

Keep money drawers in order, and record and balance daily transactions.

Weigh letters and parcels; compute mailing costs based on type, weight, and destination; and affix correct postage.

Register, certify, and insure letters and parcels.

Sell and collect payment for products such as stamps, prepaid mail envelopes, and money orders.

Check mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.

Answer questions regarding mail regulations and procedures, postage rates, and post office boxes.

Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.

Rent post office boxes to customers.

Set postage meters, and calibrate them to ensure correct operation.

EDUCATION

High School Diploma

Longmont High School - Longmont, CO

May 2000

ADDITIONAL INFORMATION

Skills

Customer and Personal Service Time Management

Social Perceptiveness Writing

Reading Comprehension Judgment and Decision Making