

---

# TARAH LEBKISHER

---

---

3216 S Walden Ct, Unit I, Aurora, CO 80013 ♦ (720) 280-5156 ♦ tarahlebkisher@outlook.com

---

## PROFESSIONAL SUMMARY

---

Ambitious, customer-focused associate with a solid background in the retail industry. Excellent customer service, communication and listening skills with cash management and POS systems experience. Seeks full time position role within a dynamic team in which responsibility, integrity and commitment will be highly valued.

---

## SKILLS

---

- Basic administrative knowledge
- POS systems knowledge
- Opening and closing procedures
- Excellent communication skills
- Motivated team player
- Sales experience
- Payment processing
- Stocking and replenishing
- Multi-tasking ability
- Customer-oriented
- Cash drawer management
- Adaptability

---

## WORK HISTORY

---

### **TEMPORARY ASSOCIATE**, 2017 to Current

#### **Apprentice Personnel** – Denver, CO

- Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions.
- Maintained high standards of customer service in high-volume, fast-paced operations.
- Prepared a variety of foods according to customers' orders or supervisors' instructions, maintaining proper food safety practices, portion control and presentation.
- Performed all position responsibilities accurately and in timely manner.
- Resolved guest complaints quickly and efficiently.
- Applied effective communication and interpersonal skills when interacting with all levels of personnel and general public.

### **KEY HOLDER**, 2013 to 2017

#### **Giggle** – Denver, CO

- Assisted management with drafting sales reports, coordinating staff schedules and managing opening and closing procedures.
- Operated a cash register for cash, check and credit card transactions
- Determined customer needs by asking relevant questions and listening actively to the responses.

- Cultivated a customer-focused shopping environment by greeting and responding to all customers in a friendly manner.
- Shared details regarding product and service offerings, as well as specials and new releases to help customers make informed choices.
- Served customers with expert bagging, boxing and gift-wrapping of merchandise.
- Stocked and replenished merchandise according to store merchandising layouts.
- Built relationships with customers to increase likelihood of repeat business.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Contacted other store locations to determine merchandise availability.
- Assisted customers with prompt and polite support in-person and via telephone.
- Completed all daily tasks and special assignments with an efficient and quality-driven approach.

**KEY HOLDER, 2008 to 2013**

**Stride Rite Retail Store – Lone Tree, CO**

- Completed all point of sale opening and closing procedures, including counting the contents of the cash register.
- Processed POS transactions, including checks, cash, debit and credit purchases and refunds
- Effectively handled administrative tasks, which included emails, bank deposits and sales reports to keep daily processes running smoothly.
- Engaged customers warmly and provided immediate and dedicated assistance.
- Increased sales by promoting new products and maintaining thorough product knowledge.
- Organized store merchandise racks and displays to promote visually appealing environment.
- Supervised and directed all merchandise and shipment processing.
- Cleaned and organized the store, including the checkout desk and displays.

**CASHIER SALES ASSOCIATE, 2007 to 2008**

**Burlington Coat Factory – Broomfield, CO**

- Processed cash and credit payments rapidly and accurately.
- Restocked, arranged and organized merchandise in front lanes to drive product sales.
- Answered customer telephone calls promptly and in an appropriate manner.
- Collaborated with team to complete store maintenance, stocking, merchandising and upkeep.
- Completed all cleaning, stocking and organizing tasks in assigned sales area to maintain visual appeal of the store.

**SERVER, 2006 to 2007**

**Casa Bonita – Lakewood, CO**

- Relayed orders to bar and kitchen by quickly and accurately recording guest selections and keying them into the register.
- Collected credit card, cash and gift certificate payments from customers and made proper

change for cash transactions.

- Assure guests are properly attended to throughout the dining experience.
- Regularly host birthday party's by preparing decorations, set tables according to number of guest and lead a guided tour of the unique dining establishment and historical landmark.
- Continuously maintained cleanliness throughout dining and kitchen areas in accordance to state standards and regulations.

#### **KEY HOLDER, 2004 to 2006**

##### **Stride Rite Outlet – Golden, CO**

- Completed all point of sale opening and closing procedures, including counting the contents of the cash register.
- Effectively handled administrative tasks, which included emails, bank deposits and sales reports to keep daily processes running smoothly.
- Properly trained to adequately represent the brand as a certified Fit Specialist.
- Greeted customers and ascertained needs to ensure high-quality service and appropriate product recommendations.
- Increased sales by promoting new products and maintaining thorough product knowledge.
- Demonstrated use and care of merchandise, educated customers on different products and product care.
- Replenished and stocked merchandise daily, labeling items in clear fashion, including window, sales floor and promotional displays.
- Supervised all areas of the store including the stockroom, managing shipping and receiving freight.
- Completed all cleaning tasks, organized and stocked supplies accordingly.
- Oversaw employee scheduling, inventory replenishment and other daily functions to keep unexpected issues and changes in check.

#### **CASHIER, 2002 to 2004**

##### **Gordmans Stores Inc. – Lakewood, CO**

- Processed POS transactions, including checks, cash, debit and credit purchases and refunds.
- Handled all customer relations issues in a gracious manner and in accordance with company policies.
- Completed all daily tasks and special assignments with an efficient and quality-driven approach.
- Used time efficiently when not serving customers, including folding clothes and cleaning out fitting rooms.
- Answered customer telephone calls promptly and in an appropriate manner.

---

## EDUCATION

---

**Group Leader:** Early Childhood Professions, 2004

**Warren Tech** - Lakewood, CO

**Certified Nursing Assistant- CNA:** Healthcare, 2004

**Red Rocks Community College** - Lakewood, CO

**Diploma:** General Studies, 2004

**Jefferson High School** - Edgewater, CO