

ANDREW PHILPOTT

62 Evan Street, Bardwell, KY 42023

Ph: 615-424-8384

dnangelaphil@gmail.com

PROFESSIONAL SUMMARY:

Service-oriented Store Clerk with a two-year background in a public setting. Core competencies include good communication skills, understanding emotional states, and understanding how much items cost as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

SKILLS:

- Proficient in Microsoft Excel and Office
- Editor's assistant for the school publication Whetstone
- Social Perceptiveness
- Reading Comprehension
- Familiar with a mass spectrometer, inert reactions
- Customer and Personal Service
- Proficiency using the English Language in writing
- Active Listening

EXPERIENCE:

Stock Clerk

Greg's Supermarket

Aug 2017 – Current

Bardwell, KY

- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.
- Pack customer purchases in bags or cartons.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Transport packages to customers' vehicles.
- Receive, open, unpack and issue sales floor merchandise.

Summer Resident Assistant

Fairmont State University

May 2017 – Aug 2017

Fairmont, WV

- Enforce rules and regulations to ensure the smooth and orderly operation of dormitory programs.
- Mediate interpersonal problems between residents.
- Make regular rounds to ensure that residents and areas are safe and secure.
- Observe students to detect and report unusual behavior.
- Communicate with other staff to resolve problems with individual students.
- Hold regular meetings with each assigned unit.
- Assign rooms to students.

OFFICE ASSISTANT

Aug 2013 – May 2014

FAIRMONT STATE UNIVERSITY

- Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Desk Clerk

May 2013 – Aug 2013

Department of Motor Vehicles

Elkins, WV

- Provide services to customers, such as order placement or account information.
- Conduct searches to find needed information, using such sources as the Internet.

EDUCATION:

Bachelor of Arts : English

Fairmont State University

Fairmont, WV

- Dean's List Honoree, two semesters.
- Volunteer, Whetstone Student magazine.