



# Alex Johnson

Entry-Level Cashier

## CONTACT INFORMATION



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email@example.com



Bethlehem, PA

## EDUCATION

Associate of Applied Science in Business Administration I  
Northampton Community College,  
Bethlehem, PA | May 2022

Relevant Coursework: Retail Operations, Business Math, Customer Relations, Principles of Marketing, Office Technology

## KEY SKILLS

- POS system operation (NCR, Square)
- Cash handling and drawer balancing
- Transaction accuracy and receipt reconciliation
- Customer service and needs assessment
- Promotional display setup and maintenance
- Inventory counting and cycle audits
- Loss prevention awareness
- Coupon and discount code processing
- Store organization and housekeeping standards
- Team collaboration and task prioritization

## ABOUT ME

### Detail-Oriented Entry-Level Cashier with Retail Internship Experience

Motivated business administration graduate with hands-on retail cashier internship experience and a strong foundation in POS system operation, transaction accuracy, and customer engagement. Proficient in handling cash transactions, supporting merchandising initiatives, and delivering friendly, efficient service during high-traffic periods. Committed to accuracy, team collaboration, and building a long-term career in retail operations.

## PROFESSIONAL EXPERIENCE

### CASHIER INTERN | LOCAL RETAIL OUTLET, BETHLEHEM, PA JANUARY 2022 - APRIL 2022

- Processed 60+ customer transactions per shift using NCR POS system, maintaining zero cash discrepancies across the full 4-month internship
- Balanced cash drawer at shift close with 100% accuracy, reconciling receipts against register totals within 2 minutes of each session
- Assisted in setting up 5+ promotional displays per week, ensuring correct pricing and merchandise placement per store planogram
- Conducted daily inventory counts for 3 product categories, flagging stock shortages that reduced out-of-stock incidents by 15%
- Handled customer returns and exchanges for 10-15 transactions per week, resolving all inquiries without supervisor escalation
- Maintained a clean and organized checkout area throughout each shift, earning consistent positive feedback from shift supervisors

### SALES ASSOCIATE | CAMPUS STORE, BETHLEHEM, PA, ME SEPTEMBER 2021 - DECEMBER 2021

- Processed 40+ sales transactions per shift during back-to-school and semester-end peak periods using Square POS system
- Responded to 20+ customer product inquiries daily, directing shoppers to correct merchandise sections and reducing wait times
- Restocked shelves and organized merchandise displays, maintaining store readiness standards for 100% of weekend shifts