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# Shirley Nelson

Retail Associate

Recent high school graduate with 14 months of part-time retail experience and a steady record at the register. Comfortable on busy floors, quick to learn product details, and reliable for weekend and holiday shifts.

## PROFESSIONAL EXPERIENCE

RETAIL ASSOCIATE | BLUESTONE MERCANTILE, CHARLOTTE, NC  
2023 – PRESENT

- Run register for 60 to 90 transactions on a typical Saturday shift with end-of-day drawer variance under \$2.
- Restock the seasonal aisle each morning before open, following the planogram emailed by the regional team.
- Walk customers to products instead of pointing, a habit the store manager mentioned in my first review.
- Picked up 9 extra shifts during the December holiday push without missing a scheduled school commitment.

CASHIER (SUMMER) | GREER FAMILY MARKET, CHARLOTTE, NC  
SUMMER 2023

- Handled cash and card payments at a 4-lane grocery during peak summer weekends.
- Bagged groceries with attention to cold items and bread, a small thing customers thanked me for.
- Helped two elderly customers a week with carry-out to their cars.

## EDUCATION

High School Diploma, East Mecklenburg High School, Charlotte, NC, 2023

Coursework: Business Math, Introduction to Marketing, Personal Finance

Honor Roll, 3 semesters

## CONTACT INFORMATION

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## KEY SKILLS

- Cash handling and register operation (POS systems)
- Customer service and friendly greeting
- Product restocking and planogram follow-through
- Loss prevention awareness
- Cleaning and front-end maintenance
- Bilingual: English and conversational Tamil
- Weekend, evening, and holiday availability
- Team communication during shift changes
- Bagging and order accuracy
- Returns and exchange processing
- Time management between work and school
- Quick learner on new product lines