**Justin time**

Warwick, RI | (401) 555 - 4444
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**Profile**

Dedicated and customer-focused retail professional with over three years of experience in overseeing store operations, managing team performance, and driving sales. Adept at fostering a positive shopping experience through exceptional customer service, inventory management, and team collaboration.

**Education**

**Community College of Rhode Island** Warwick, RI

*Associate of Science in Business Administration* Expected Dec. 2025

**Concentration**: Accounting

**GPA**: 3.5/4.0
**Relevant Coursework:** Financial Accounting, Statistical Analysis I, Managerial Accounting, Business Writing, Principles of Marketing, Operations & Supply Chain Management

**Skills**

* **Accounting Software:** Proficient with QuickBooks
* **Computer:** Proficient with Google Docs, Sheets, Slides and MS Word, PowerPoint, and Excel

**Work Experience**

**Walgreens** N. Scituate, RI

*Shift Supervisor/Key Holder* Mar. 2023 – Present

* Lead a team of 10 cashiers and delegate daily tasks and ensure follow through
* Resolve and address issues with customers in a timely and professional manner daily
* Train all new employees (cashiers) on proper protocols and procedures and answer questions
* Provide exceptional customer service to all customers to build rapport and repeat business

**CVS Health**  Smithfield, RI

*Shift Supervisor/Key Holder*  Mar. 2021 – Feb. 2023

* Operated a cash register and finalized retail transactions via cash and credit cards
* Performed/delegated opening and closing tasks such as verifying pricing and balancing cash drawer
* Stocked and kept track of products via handheld device and ordered low level items

**Sonic** Warwick, RI

*Team Member*   Nov. 2018 – Jan. 2020

* Entered orders taken through a POS system without errors and delivered food quickly
* Crafted menu items such as drinks and food according to customer requests/specifications