

# Sara Smith

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## **Summary**

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I am an experienced customer service representative who loves to makesure customers are satisfied in a timely manner. I have an excellent memory because I have served before and I am also a quick learner.

## **Highlights**

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- Reliable and punctual
- Cash handling
- Neat, clean and professional appearance
- Math and language skills
- Delivers exceptional customer service
- Proven leader

## **Accomplishments**

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i have been promoted before because I have shown great leadership skills.

## **Experience**

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### **Commissary P2**

August 2011 to February 2016

**QuikTrip** — Belton, MO

- Communicated clearly and positively with co-workers and management.
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- Closely followed standard procedures for safe food preparation, assembly and presentation to ensure customer satisfaction.
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- Carefully maintained sanitation, health and safety standards in all work areas.
- Maintained a neat, well groomed appearance including impeccable personal hygiene, hair restraint and minimal jewelry that met company standards.
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- Worked well with teammates and openly invited coaching from the management team.

### **Pharmacist Technician**

January 2010 to June 2011

**Walgreens** — Raytown, MO

- Took necessary steps to meet customer needs and effectively resolve any insurance issues etc.
- Promptly reported complaints to a member of the management team.
- Correctly received and entered prescriptions, processed payments and responded appropriately to guest concerns.