

JASON LISIC

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OBJECTIVE: Customer Service/Cashier position

SUMMARY OF SKILLS:

- Retail specialist with extensive cashiering and customer service experience.
- Back-house experience includes stocking inventory, keeping stock room clean and maintained, restocking returned items, and maintaining accurate inventory and quality control records.
- Honest, dependable, loyal, hard worker who takes direction and works well independently.
- Basic clerical skills include filing, Microsoft Word, typing, 10-key data entry, and office machines.
- Excellent interpersonal, organizational and customer service skills both written and oral.

WORK EXPERIENCE:

CIRCLE K, ROSEVILLE, CA

CUSTOMER SERVICE REPRESENTATIVE

- Continually multi-tasked a variety of retail duties including:
- Cashiered, stocked inventory, processed vendor orders, printed gas usage reports, repaired equipment, prepared food, cleaned and maintained work area, answered phones and sold lottery tickets.
- Often trusted to work the store alone

CENTURY 14 THEATERS

CONCESSIONAIRE

- Prepared, sold and served food and drinks to customers.
- Opened and closed the snack bar. Stocked items as necessary.
- Kept concession area clean and provided friendly customer service to help create a pleasant movie experience for patrons.

JD FRANZ RESEARCH & MARKETING, SACRAMENTO, CA

RESEARCH ASSISTANT

- Conducted surveys via telephone, collecting and recording accurate client information.
- Kept and organized call logs, processed refusal forms and recorded number of petitions completed.

WAL-MART, ROCKLIN, CA

CASHIER/RETAIL SALES

- Performed a variety of tasks in a variety of departments to ensure customers were served.
- Cashiered processed returns, zoning, cleaned and maintained front and back-store areas, stocked inventory,
- Assisted with white tent sales and assisted customers where needed.

EDUCATION:

Academic credits completed for an AA degree in Human Services
American River College, Sacramento CA

Family Services Certificate- Early Childhood Education
American River College, Sacramento, CA

HS Diploma – General Education
Bella Vista High School, Sacramento, CA