

## JASON LISIC

7022 FORBS WAY  
CITRUS HEIGHTS, CA 95610

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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