
Bookstore Clerk Resume

Job Objective

To obtain a Bookstore Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Bookstore Clerk, May 2004 – Present
Santa Monica College, Little Rock, AR

- Familiarized to ticket merchandise with predetermined prices.
- Assisted customers in locating and selecting merchandise and ensured to be pleasantly helpful.
- Contributed to volunteer crowds during peak periods.
- Expedited monetary transactions including electronic cash register.
- Familiarized to maintain records and files.

Bookstore Clerk, March 2002 – April 2004
Mangalam, Little Rock, AR

- Contributed to expedite bookstore functionary; categorization and classification.
 - Addressed patrons with informative, helpful and friendly, communication.
 - Assisted customers in directing them to appropriate bookstore departments.
 - Expedited stock merchandise, and ensured clean and orderly assigned areas.
 - Demonstrated pull-count and box merchandise to be returned to vendors.
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Summary of Qualifications:

- Good knowledge of categorization and classification
 - Excellent Ability to scan SKUs and UPC codes
 - Good oral and written communication skills
 - Familiar with Word, Excel and database software
 - Ability to lift up to 50 lbs
 - Ability to decipher information and assist customers accordingly
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Education:

Associate Degree in Finance, Owens Community College, Perrysburg, OH

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