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# JOSEPHINE TELLER

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## Summary of Qualifications:

Over 15 years of experience in the grocery industry as a head clerk, checker, and cashier. Ability to learn quickly on the job and remain flexible in an ever-changing work environment.

## Relevant Skills & Experience:

- Strong knowledge of products, including expertise in sophisticated items: exotic spices, ethnic foods, gourmet items.
- Reputation for excellent customer service, which was developed by greeting customers, making eye contact and answering questions.
- Increased sales in the higher profit Organic Foods area by advising customers on products and benefits.
- Supervised and trained staff. Responsible for scheduling of 18 clerks to ensure maximum effectiveness and coverage of peak demand times.
- Balanced cash drawers with a high level of accuracy.
- Served as office cashier, responsible for accurately balancing books and deposits. Processed returned checks. Prepared daily and monthly sales reports.

## Employment History:

**1984-2006 | Co-Op Supermarket** Berkeley, CA  
*Retail Clerk, Journeyman*

**1983 | Lilly Department Store** Oakland, CA  
*Buyer's Assistant*

**1979-1983 | Wallace Clothing Store** Oakland, CA  
*Manager's Assistant*

## Education:

Spokane Community College Spokane, WA  
*General business coursework*

Spokane High School Spokane, WA  
*Diploma*