

Sarah Parry
Address
Phone Number
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UBC Undergraduate

Hard working, reliable and highly organized undergraduate with over four years experience of working within an office and retail environment.

Key Attributes

- Strong written & oral communication
- Excellent customer service
- Strong problem solving skills
- Experience in a Walmart store
- Attention to detail
- Enthusiastic and positive attitude

Objective

To start a post-graduation career within Walmart, and to gain management experience.

Professional Experience

WALMART,
CAMPBELL RIVER, BC
(*CASHIER & DSD PROCESSOR*)

MAY 2013 TO AUGUST 2016

- Providing customer service in person and by telephone. Assisting customers with their purchases and answering questions regarding products in the store. Processing customer purchases at the till. Taking payments via cash, debit and credit card. Completing paperwork for Walmart credit card applications.
 - Receiving product direct deliveries and deliveries from vendors. Ensuring the quality of product received and checking against invoice. Communicating with merchandisers and associates regarding goods received. Complete appropriate paperwork each day.
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KEEP YOUR SHIRT ON (SCREEN PRINTING)
CAMPBELL RIVER, BC
(*ASSISTANT TO FRONT END ADMINISTRATOR*)

MARCH 2011 TO AUGUST 2012

- Working in the office of a busy screen printing business. Responsible for preparing quotes and invoices for clients; corresponding with clients and suppliers by email, telephone and in person.
- Opening and distributing company mail to the relevant persons. Filing paperwork in appropriate files. Processing client payments by cash, debit and credit card. Balancing tills by checking payments against till totals.
- Preparing work orders for the technical staff based on information provided by the customer. Acting as the main liaison between customers and technical/artistic staff. This required accurate communication to ensure the client's needs were effectively met.
- Responsible for ordering products from suppliers; receiving products and checking against paperwork to ensure correct products/amounts delivered. Assisting with inventory on a yearly basis which included

checking for price changes and stock availability. Preparing inventory reports using spreadsheet software.

**PIONEER HOME HARDWARE,
CAMPBELL RIVER, BC**
(*CASHIER*)

SEPTEMBER 2009 TO JULY 2010

- Dealing with customer returns and product quality issues in a friendly and diplomatic manner; completing necessary paperwork; exercising judgment to determine if returns were justified and arranging for refunds as appropriate.
 - Attending to customers at the till, taking payments by cash, cheque and credit card; balancing the tills and debit machines at the end of the day to ensure accuracy in my work.
 - Greeting and assisting customers on the shop floor; helping them to find suitable products based on their needs.
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Education

University University of British Columbia, Vancouver
Completion of third year BSc in Physics
Electives includes English, Math and Latin
Vice President of Undergraduate Physics Society

Skills Generally

- **RESEARCH:** I have gained excellent research skills using various sources such as internet, academic books and journals. I am accustomed to supporting my written arguments with authority and using citations to identify the source of supporting information.
 - **COMMUNICATION:** I am able to communicate clearly and concisely in writing. I have developed strong writing skills appropriate to many different written formats such as essays, scientific reports and reporting on projects. My verbal communication skills are also very strong having taken part in many academics debates, given many presentations at school and also having participated in a public speaking event on spousal payment law.
 - **COMPUTER SKILLS:** Fully conversant with Microsoft programs including Word, Excel and Powerpoint. Familiar with Simply Accounting for invoice management and providing quotes. Excellent internet research skills.
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REFERENCES AVAILABLE ON REQUEST