

Dustin Jones

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Objective

Seeking a challenging position in Customer Service where communication and leadership skills will be utilized.

Strengths

- Excellent communication skills.
- Flexible and adaptable.
- Detail oriented.
- Proficient in Microsoft Word and Excel. Familiar with Microsoft Access and PowerPoint.
- Bilingual: Fluently read, write, and speak Spanish and English.

Work Experience

DILLARD'S DEPARTMENT STORE - Pasadena, TX 3/2005 - Present
Sales Associate

- Opened and closed store, arranged merchandise, handled cash transactions, and balanced cash drawer containing \$2,000 +.
- Promptly assisted customers with inquiries and totaling purchases.
- Worked with team to be recognized as highest selling department.
- Strengthened problem solving skills in handling customer complaints.

TARGET - La Porte, TX 6/2004 - 3/2005
Cashier/Sales Associate

- Opened and closed store, balanced register with over \$15,000 daily sales.
- Developed outstanding customer service skills.
- Won Customer Service Award and Employee of the Month Award.

Education

LEE COLLEGE - Baytown, TX
Associate Degree in Business Administration, Expected December 20xx
Overall GPA: 3.4/4.0

Professional References

Tyler Jackson
General Manager
Dillard's Dept. Store
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Sarah Adams
Assistant Manager
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