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Build My Resume

Pat Duville

1 Main Street, New Cityland, CA 91010
Home: (555) 322-7337 | Cell: 000-000-0000
example-email@example.com

Career Overview

Reliable Gas Station Attendant with strong communication and time management abilities. Good skills in math and computer use. Experienced at building positive customer relationships to increase business.

Skills

- Stock management
- Merchandising
- Customer service
- Sales
- Friendly
- Cleaning procedures
- Opening and closing
- Accurate cash handling
- Security oversight
- Professional appearance

Professional Experience

Gas Station Attendant Circle M

11/1/2010 - Current
New Cityland, CA

- Maintain store in neat and organized fashion.
- Observe cars at gas pumps and ensure theft attempts are documented.
- Upsell customers on drink and snack items.
- Dispense lottery tickets and low-value winnings.
- Train new clerks on proper procedures.
- Consistently exceed sales goals.
- Won Employee of the Month three times for excellent performance.

Gas Station Attendant Corner Market

2/1/2006 - 10/1/2010
Bozeman, MT

- Oversaw store and gas pump security.
- Reviewed schedule and stock procedures and suggested improvements.
- Helped customers select merchandise.
- Assisted with gas pump operations.
- Restocked shelves and requested new merchandise.

Gas Station Attendant Lakeside Convenience Store

6/1/2002 - 1/1/2006
Norris, TN

- Kept store neat and clean at all times.
- Received new merchandise and stocked shelves rotating appropriately.
- Checked stock for expirations and removed old items.
- Set up special promotional displays to move merchandise.
- Rotated window signage as needed.

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