

KYLEN THOMAS

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Monroe, North Carolina

PROFESSIONAL SUMMARY

Driven high-school graduate with exceptional communication and organizational skills. Seeking a manufacturing position to apply my leadership and teamwork skills. Willing to develop new techniques for my future growth.

KEY SKILLS

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|---------------------|--------------------|---------------------|--------------------|
| ▶ Reliability | ▶ Team Leadership | ▶ Communication | ▶ Computer Skills |
| ▶ Detailed-Oriented | ▶ Organization | ▶ Energetic | ▶ Self-Starter |
| ▶ Multi-Task | ▶ Time Management | ▶ Teamwork | ▶ Active listening |
| ▶ Critical Thinking | ▶ Customer service | ▶ Math Skills | ▶ Personable |
| ▶ POS systems | ▶ Flexibility | ▶ Positive Attitude | ▶ Patience |

PROFESSIONAL EXPERIENCE

Sales Associate – Belk Department Store - *Monroe, NC* | July 2024 – Present

Responsibilities

- Greet and interact with customers.
- Consult with customers to understand their needs and preferences related to merchandise.
- Demonstrate and explain merchandise, selecting and suggesting options suitable for the customer needs.
- Process transactions using point of sale system.
- Maintain cleanliness of store environment.

Cashier/Grocery Bagger – Harris Teeter – *Indian Trail, NC* | July 2023 – July 2024

Responsibilities

- Provided excellent customer service by assisting customers.
- Operated cash register efficiently and accurately.
- Bagged and packaged purchases carefully to prevent damage and ensure customer satisfaction.
- Operated cash registers to process transactions, including accepting cash payments.
- Maintained cleanliness of store environment.

EDUCATION

Sun Valley High School – Monroe, North Carolina
General Education Diploma GPA 2.5

August 2020 – June 2024

Principal's Award

June 2023