

Debra Bisbe

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PROFESSIONAL EXPERIENCE

Cashier/Customer service/Lowes

2019-2020

- Ringing up customers in a timely matter
- Processing customer returns/Fielding phone calls to the Proper departments
- Selling Service Plans
- Selling and processing Credit Applications

Department Supervisor /The Home Depot

1996-2018

- Responsible for training and cross training employees
- Responsible for safety audits and MPS audits
- Ensured safety policies and procedures were upheld
- Inventory management
 - Maintained accurate on hand counts
 - Price changes, relabeled merchandise and displays
 - Worked book and physical reports for inventory
 - Recounted out of stocks for entire store
 - Tagged overheads for yearly inventory
- Key carrier role
 - Loomis transactions
 - Verifying vault/deposits
 - Responsible for special access entries
 - Alarm codes
 - Trusted with opening and closing establishment

Computer Room/Vault-Bookkeeping /The Home Depot

1993-1995

- Kept all computers and registers repaired and maintained
- Input merchandise orders and faxed to vendors daily
- Organized reports for manager meetings

- Balanced tills and set up tills for following shifts
- Trusted with security clearance for vault responsibilities
- Kronos daily entries for 150 employees
- Handled gross margin and sales plan vs actual sales productivity reports

Head Cashier/The Home Depot

1991-1993

- Organized lunches and breaks for employees
- Trained new employees on register
- Made schedules for cashiers

Cashier /The Home Depot

April 1991

- Customer interaction
- Loading of merchandise
- Running register report and balancing till at end of shift

Receptionist

1988-1991

- Answered 50 man switchboard
- Greeted clients
- Made appointments
- Input any and all changes into the computer for established accounts
- Fielded questions regarding clients for individual brokers

Dr. Daniel Callahan/Surgical Assistant

1987-1988

- Responsible for scheduling pre-op, and physicians calls on a daily basis. Assuring patient compliance with physicians directions and assisting with surgery.

Credentials/Recognitions

- 60+ Team player and customer service awards
- Hazmat Certified

- Lift equipment certified
- Accomplished in Microsoft Windows 10 and Word
- Experienced on NCR 7452 PRO Windows Registers