Jordan Ellis

Budtender

Sacramento, California, United States • jordan.ellis@example.com

Summary

Retail team member with experience in customer service, till reconciliation and stock records in a regulated store. Follows employer procedures, keeps clear handovers and refers questions outside the role to the responsible colleague.

Experience

Budtender, Example Cedar Retail — Jun 2023 - Present

Sacramento, California, United States

- Welcomed customers and explained store processes using approved information, escalating questions outside the role.
- Completed assigned till checks and recorded discrepancies for the supervisor before shift handover.
- Assisted with stock counts and reconciled shelf labels against the approved inventory record.
- Prepared shift notes covering unresolved service issues and tasks for the incoming team.
- Checked packaged-product identifiers and quantities against receiving records, separating delivery discrepancies for the store manager.
- Updated the opening and closing checklist with till, display and stock tasks; coached two new colleagues through supervised handovers.

Retail Assistant, Example Willow Convenience Store — Jul 2020 - May 2023

Sacramento, California, United States

- Processed till transactions and escalated refund exceptions to the supervisor.
- Replenished shelves and checked delivery quantities against the store’s records.
- Compared shelf stock with the replenishment report and followed up repeated count differences with the supervisor.

Education

High School Diploma — 2016 - 2020

Example Rivergate High School

Skills

Retail service: Customer communication, Point-of-sale records, Till reconciliation, Shift handovers

Workplace practice: Inventory checks, Procedure adherence, Issue escalation, Team coordination

Projects

Stock discrepancy register

- Created a shared record of item references, counted quantities, expected quantities and the manager's resolution.
- Used the register during weekly stock reviews to distinguish receiving errors from transactions awaiting correction.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/budtender-resume-sample