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# MELISSA KIM

## Valet Cashier



(312) 555-8731



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Chicago, IL

### Education

#### Lincoln Park High School | Chicago, IL

High School Diploma – 2019

### Skills

POS systems (Square, ParkHub) ♦ ♦ ♦ ♦ ♦

Cash handling and reconciliation ♦ ♦ ♦ ♦ ♦

Verbal communication ♦ ♦ ♦ ♦ ♦

Transaction tracking ♦ ♦ ♦ ♦ ♦

Shift reporting ♦ ♦ ♦ ♦ ♦

Customer service ♦ ♦ ♦ ♦ ♦

Math accuracy ♦ ♦ ♦ ♦ ♦

Ticket validation ♦ ♦ ♦ ♦ ♦

Register balancing ♦ ♦ ♦ ♦ ♦

End-of-shift reporting ♦ ♦ ♦ ♦ ♦

Entryway coordination ♦ ♦ ♦ ♦ ♦

Attention to detail ♦ ♦ ♦ ♦ ♦

Square Dashboard ♦ ♦ ♦ ♦ ♦

### Professional summary

Friendly and accurate valet cashier with years of experience managing parking transactions, assisting guests, and balancing registers. Strong math skills, high attention to detail, and a proven ability to multitask in busy downtown locations. Committed to smooth front-end operations and positive first impressions.

### Experience

#### North Water Apartments

March 2021 - Now

Chicago, IL

#### Valet Cashier

- Process daily payments and validate parking for over 150 guests, handling both cash and digital transactions.
- Balance the register with complete accuracy across hundreds of shifts, completing end-of-day reports and deposits.
- Greet guests professionally, provide directions, and communicate with valet attendants via headset.
- Coordinate closely with the leasing office and maintenance staff for vendor access and resident support.
- Create a simplified transaction log system to reduce check-out times during evening rushes.

#### Standard Parking (SP+)

September 2019 - February 2021

Chicago, IL

#### Cashier Assistant

- Supported senior cashier during peak weekend shifts at Navy Pier's primary valet lot.
- Assisted with reconciling ticket stubs and calculating daily parking revenue.
- Provided quick and courteous guest service, reducing complaint reports by a notable percentage.
- Trained in emergency procedures and safety checks, assisting with lost item reports and security alerts.