

QUINTIN PROCTOR

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PROFESSIONAL SUMMARY

I am a dedicated high school student with a strong academic record and a solid work ethic with skills in teamwork, sales, and customer service.

I aim to contribute to a workplace while maintaining professionalism under pressure and efficiently managing multiple tasks. My goal is to bring value to any team I join and continue my professional development.

EXPERIENCE

Service Department Checker, H-E-B

September 2024 - January 2025 | Cedar Park, TX

- Effective operation of the POS checkstand.
- Processing transactions and assisting customers.
- Delivering excellent customer service.
- Addressing inquiries and resolving issues.
- Working with team members to maintain a positive store atmosphere and ensure a seamless shopping experience.
- Reason for leaving: Relocated from Round Rock to Austin.

Manager, D&P Perfumes, Lakeline Mall

June 2024 - January 2025

- Managed employee schedules and ensured proper training on POS operations.
- Tracked net sales, losses, and inventory to ensure smooth operations.
- Used sales strategies to promote products while maintaining professionalism.
- Fostered teamwork and communication to maintain a productive work environment.
- Reason for leaving: Relocated from Round Rock to Austin.

Crew Member, Cinopolis

May 2025 - Present | Austin, TX

- Assisting guests with ticketing, concessions, and general theater operations.
- Maintaining cleanliness and organization throughout the theater.
- Providing a welcoming and enjoyable experience for moviegoers.

EDUCATION

12th Grade

Vandegrift High School, Austin, TX

SKILLS

- Cash Handling – Skillful
- Collaboration – Experienced
- Communication – Expert