

# Ginna Jelinek

## Gas Attendant

Diligent Gas Attendant with 1 year of experience providing exceptional customer service in fuel dispensing and convenience store operations. Adept at handling multiple tasks, including cash transactions, inventory management, and maintaining a clean, safe environment. Strong work ethic, excellent communication skills, and a commitment to upholding company standards and policies.

[ginna.jelinek@gmail.com](mailto:ginna.jelinek@gmail.com)



(661) 452-0329



1234 Oak Street, Oklahoma  
City, OK 73102



### Education

**Diploma in Gas Station  
Operations at Oklahoma  
State University, Stillwater,  
OK**

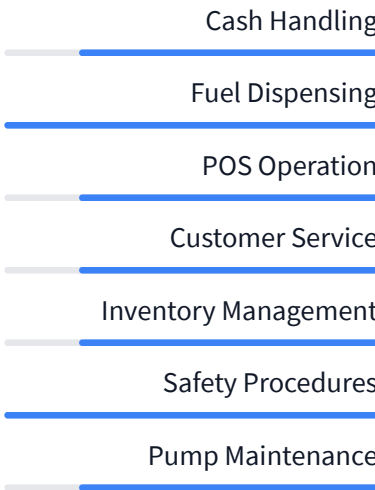
Sep 2018 - May 2022

Relevant Coursework: Fuel  
Management and Dispensing,  
Environmental Compliance,  
Health and Safety Standards,  
Gas Station Equipment  
Operations, Financial  
Management, Customer  
Service, and Emergency  
Response Procedures.

### Links

[linkedin.com/in/ginnajelinek](https://www.linkedin.com/in/ginnajelinek)

### Skills



### Employment History

#### Gas Station Attendant at QuikTrip, OK

May 2023 - Present

- Successfully managed fuel inventory for the QuikTrip gas station in Oklahoma, maintaining an average of 98% accuracy in stock levels and reducing fuel run-outs by 70% over a one-year period.
- Increased overall customer satisfaction at the QuikTrip gas station by 20% through exceptional service, quick response times, and maintaining a clean and organized environment.
- Trained and mentored 5 new gas station attendants, resulting in a 15% improvement in employee performance and a decrease in turnover rate by 10% during the first six months of employment.
- Boosted in-store sales by 25% through effective upselling and cross-selling techniques, contributing to a 10% increase in overall revenue for the QuikTrip gas station in Oklahoma.

#### Entry-Level Gas Station Attendant at Love's Travel Stops, OK

Aug 2022 - Mar 2023

- Successfully managed fuel inventory levels, resulting in a 10% reduction in stockouts and a 5% increase in overall customer satisfaction.
- Streamlined the process of handling customer transactions, cutting down wait times by 15% and increasing positive feedback by 20%.
- Implemented an effective cleaning and maintenance schedule for the fuel station and convenience store, leading to a 25% improvement in overall cleanliness ratings from customers.

### Certificates

#### Certified Pump Technician (CPT)

Dec 2021

#### Petroleum Equipment Institute Certification (PEI)

Aug 2020

### Memberships

#### National Association of Convenience Stores (NACS)

#### Petroleum Equipment Institute (PEI)