

Summary of Qualifications

- Customer Service
- Managing high traffic retailing stores.
- Attention to Detail
- Answering Phones in high volume of incoming calls
- Computer Knowledge
- Computer Skills in Microsoft

Work History

Service	January 2024 - May 2024
Clean Eatz	Goldsboro, NC
<ul style="list-style-type: none">• Ensured seamless morning operations by coordinating kitchen setup, front-of-store preparation, and completion of cleaning tasks, leading to stress-free opening and on-time start of business activities• Revamped store cleanliness by implementing a structured cleaning schedule, educating staff on hand hygiene, waste disposal, and surface disinfection protocols, and integrating cutting-edge cleaning automation tools, resulting in a 20% boost in customer satisfaction and elevated store ratings• Operated cash register efficiently, optimizing cash handling processes to increase efficiency by 20% and securely managing large cash volumes• Utilized kitchen tools like knives, cutting boards, and blenders to enhance food production and meal prep efficiency• Responded promptly and efficiently to incoming and outgoing phone calls to enhance operational efficiency, minimize call wait times, and elevate customer satisfaction levels• Efficiently orchestrated closing procedures using negotiation skills to ensure thorough preparation and sanitation of the store for the following day	

Barre Haus

Service	August 2022 - September 2023
Barre Haus	Goldsboro, NC
<ul style="list-style-type: none">• Successfully managed daily store opening procedures, including ensuring the readiness of the premises, display set-up, and preparing the cash register for business• Maintained the highest standards of cleanliness and hygiene• Managed cash register• Provided excellent service to customers• Managed incoming phone calls efficiently• Managed the store's closing procedures, including cash reconciliation, securing the premises, and coordinating end of day tasks	

Alaska Chicks

Service	July 2020 - June 2021
Alaska Chicks	Eagle River, AK
<ul style="list-style-type: none">• Successfully managed daily store opening procedures, including ensuring the readiness of the premises, display set-up, and preparing the cash register for business• Maintained the highest standards of cleanliness and hygiene• Managed cash register• Provided excellent service to customers• Managed incoming phone calls efficiently• Conducted daily-weekly inventory counts• Managed putting out new stock weekly• Managed the store's closing procedures, including cash reconciliation, securing the premises, and coordinating end of day tasks	

Education

Bachelor Degree		
American Military University	May 2021 - May 2026	Goldsboro, NC
Business Administration		
High School Diploma		May 2020

KEY SKILLS

- Communication
- Organization
- Leadership
- Time Management
- Attention to Detail
- Team Work
- Critical Thinking
- Customer Service
- Problem Solving
- Customer Calls