

Winter Kirby

Marysville, WA

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Authorized to work in the US for any employer

Work Experience

Counter Sales Associate

Baxter Auto Parts - Lynnwood, WA

June 2019 to Present

- Answering incoming calls
- Looking up auto parts
- Cashiering
- Receiving incoming inventory and processing it
- Delivering auto parts

Cleaning Technician

Clean and simple cleaning - Lynnwood, WA

November 2017 to June 2019

Responsible for cleaning and sanitizing clients homes/offices

Navigating to each job

Reading and understanding work orders

Training new employees

Cutomer Service Representative

PICK N PULL - Lynnwood, WA

July 2015 to September 2017

Responsible for processing incoming and outgoing transactions

Answering incoming calls and assisting customers with inventory questions

Identifying automotive parts

Navigating interchange and inventory systems to assist customers in finding what they are looking for

Sales Associate

Big Lots - Marysville, WA

November 2013 to April 2014

Answered customers questions while on the sales floor

Assisted customers in locating products they were looking for

Returned unpurchased items to the sales floor

Assisted with loss prevention efforts to lower theft and security risks

Sales Associate

Family Christian Store - Everett, WA

November 2013 to January 2014

Received incoming calls and answered customers questions
Used an on line database to look items up for customers and see if they were in stock or at another location
Responsible for processing transactions

Sales Associate

Ross Dress For Less - Everett, WA
August 2012 to July 2013

Assisted customers in finding the department or products they were looking for
Checked customers in and out of the fitting rooms
Worked in customer service booth answering incoming calls and answering questions from customers

Education

Everett Community College - Everett, WA
September 2013

High School Equivalency

Skills

- Sales
- Inventory
- Cashier
- Time Management

Additional Information

- 4 years' experience providing quality customer service to internal and external customers
- Recognized by management for working with customers efficiently and effectively during times of high volume and peak business
- Experience in answering and directing incoming phone calls
- Experience with making outbound calls
- Acknowledged for attention to detail and accuracy on the job