

# Kristen Hartman

Everett, WA 98201

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425-312-4658

Seeking a position as an Administrative Assistant utilizing relevant education and skills to contribute to the company's long term goals

## Work Experience

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### **Outlet Store Clerk**

Franz Outlet Bakery - Everett, WA

January 2016 to Present

Itemizes and totals customers merchandise at the checkout counter

- Take inventory
- Stocks/restocks shelves lifting up to 50 pounds
- Answers customers questions about merchandise and advises customers on merchandise selections as appropriate
- Ensures safety of store operations
- Support and adhere to Franz Core Values
- Completed all manager tasks such as ordering and paperwork while she was out from surgery for 5 months

### **Intern**

DSHS Children's Administration - Arlington, WA

April 2015 to June 2015

Prepare and scan files

- ❖ Keep files organized and confidential
- ❖ Help with other administrative duties

### **Sales Associate**

MarketSource - Lake Stevens, WA

April 2013 to November 2013

Communicate MarketSource benefits compared to competition

- ❖ Drive sales productivity and customer satisfaction
- ❖ Ensure proper merchandising

### **Sales Associate**

RadioShack - Lake Stevens, WA

August 2011 to April 2013

Greet, sell and offer solutions with enthusiasm

- ❖ Store operations including managing cash register, stocking, cleaning and merchandising

## Education

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### **Associate Degree in Technical Arts**

Everett Community College - Everett, WA

2009 to 2015

## Skills

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- SKILLS & ABILITIES
- Complete 8 years of customer service experience
- Resolve customer issues to provide quality service
- Keyboard at 70 words per minute
- Achieve certification in OneNote
- Create spreadsheets using Excel software
- Work efficiently as a team or independently
- Deliver strong phone etiquette and interpersonal skills OTHER SKILLS Food Handlers Certification 2015
- Cash Handling
- Cashiering
- Computer Operation
- Merchandising
- POS
- Store Management Experience
- Typing
- Computer Skills
- Retail Sales