**Cadence Welles**

301 SW Lincoln St. Apt. 811 203-249-2790

Portland, Oregon 97201 cadence.welles@gmail.com

**SKIDMORE GRADUATE, MUSIC MAJOR BUSINESS MINOR, MOTIVATED TO PURSUE A CAREER IN IT**

**EDUCATION**

**Skidmore College, Saratoga Springs, NY**

*Bachelor of Arts: Music Major, Business Minor May 2016*

**EMPLOYMENT EXPERIENCE**

**Medal Builder** at USA Military Medals Clackamas, OR *Present*

* Used fine motor skills to help build ribbons for the Military
* Excelled in a high paced environment with low tolerance for mistakes

**Technical Specialist** at Apple Washington Square, Tigard, OR *Summer 2017 – February 2019*

* Utilized in-depth knowledge of Apple products and business practices to solve problems and help find solutions for customers
* Honed multi-tasking skills in very busy store while providing an excellent customer service experience
* Educated customers and trained newer employees on all of Apple’s services to find what is best for them
* Experience working in a hectic environment and working with emotionally tense situations

**AppleCare Advisor** at Xerox/Conduent, Tigard, OR*October 2016**- August 2017*

* Gained an in-depth knowledge of Apple’s products and business practices
* Developed excellent communication skills providing tech support to customers
* Honed problem solving and trouble shooting skills when faced with a variety of problems

**Barista** at Rilassi Coffee, Portland, OR*June 2016**- August 2016*

* Developed multitask skills in a hectic coffee shop environment
* Demonstrated excellent customer service skills with customers often being the highest tip earner

**Admissions Ambassador** at Skidmore College, Saratoga Springs NY *Winter 2013-Fall 2015*

* Performed school tours and participated as a student representative during panel discussions.
* Marketed the school to prospective students and families while managing groups of varying sizes from 1 person to 40 people.
* Developed interpersonal communication and presentation skills.

**Real Estate Agent’s Assistant** at Dagny’s Realty, Wilton, CT*Summer 2013*

* Created marketing materials for prominent local real estate agent
* Managed calls and emails to potential clients and partners

**ADDITIONAL SKILLS**

* I am a quick learner and a very self-motivated individual
* Competent at navigating Microsoft Word, Excel, Office, and PowerPoint as well as their Mac counterparts