**Nicholas Sleeman**

(360)-523-0693

sleeman.nicholas@gmail.com

**Summary of Qualifications**

* 10+ Years of exceptional customer service
* Extensive use of POS and registers
* Correctly count change
* Exceptional phone skills
* Experienced in Linux and Microsoft programs
* Substantial knowledge of Microsoft office

**Professional Experience**

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| **Administration/Front Desk** | 05/17-06/17 |
| Joes Glass Co. | Everett, WA |

* Make/Answer Phone calls to and from customers using multi phone line
* Set appointments for customers and put in computer system
* Greet walk-in customers
* Research internet to find best prices for customers
* Do rock chip repairs

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| **Customer Service/Sales** | 09/15-11/16 |
| White Rabbit LLC. | Lynnwood, WA |

* Greet Customers
* Direct customer to proper Product
* Ring up customer using pos giving correct change
* Inventory duties

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| **Shipping/Receiving/Stocker/Floor Manager** | 06/06-01/13 |
| Toys “R” Us | Lynnwood, WA |

* Unload trucks using my hands as well as forklift
* Move product around using pallet jack
* Check in items using inventory system
* Supervise staff of up to 20 at a time

**Education / Training**

**High School Diploma,** Scriber Lake High School

**Currently attending classes** at Grand Canyon University Online work on BA in Information Technology with an emphasis in cybersecurity