**Elizabeth Marie Allen**

502-457-3390 | elizabethm\_allen@aol.com

**Skills**

* Ability to Work in a Team Structure or Independently
* Able to Plan, Organize, and Prioritize Work
* Adaptability
* Capable of Working in Fast-Paced Environments
* Communicating Effectively
* Customer Service Orientated
* Detail-Orientated
* Obtaining and Processing Information
* Problem-Solving
* Proficient in Microsoft Programs

**Education**

**Sullivan University;** Fort Knox, KY

Bachelor of Science in Interdisciplinary Business Studies 2020

Associate of Science in Business Management | Dean’s List, GPA 3.72

**Work Experience**

**Mike Linnig’s;** Louisville, Kentucky

Bartender 4/2016-10/2020

* Adapt to fill other positions as necessary
* Administer accurate money handling
* Apply time management and multi-tasking skills to provide maximum productivity in a fast-paced environment
* Assist team members as needed
* Deliver excellent costumer service to all guests
* Maintain a safe and sanitary work environment
* Provide training to new team members
* Review invoices for accuracy
* Utilize interpersonal and communication skills to ensure guest satisfaction

**Premier CC;** Louisville, Kentucky

Contractor 5/2013 - 4/2016

* Contacted consumers to schedule installations and surveys
* Installed digital television adapters in commercial buildings and multi dwelling units
* Ensured consumers were knowledgeable of and comfortable with new services
* Followed up with customers to confirm continued satisfaction
* Maintained proper records of work to be performed and completed
* Utilized a RF scanner to input equipment into excel
* Worked under tight deadlines to finish assignments as needed

**Kelly Services/Reserves Network;** Louisville, Kentucky

Various Positions 5/2011 - 5/2013

* American Printing House for the Blind assignment;
  + Assisted staff in preparation of sales presentations
  + Communicated with consumers in a professional manner
  + Embossed documents
  + Filled orders as requested
  + Prepared mailings
  + Printed brochures as needed
  + Provided data entry into various databases including raiser’s edge
  + Shipped items to consumers
* Various Warehouse/Factory assignments;
  + Fulfilled several positions such as inventory control, pick, pack, returns, shipping, and quality control quickly and effectively

**Las Chalupas;** Radcliff, Kentucky

Bartender 10/2007 - 5/2011

* Applied creative thinking skills to concoct and promote new beverage specials weekly
* Complied with all Health Department and ABC regulations
* Conducted inventory on a scheduled basis and ordered products through distributors as needed
* Delivered first-rate customer service to all patrons
* Maintained a clean, safe, and enjoyable place of entertainment
* Provided accurate handling of all monetary transactions