

Holly Sloat
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(225) 999-3634

Work Experience

A/C Technician Helper

Proctor's Heating and Air Conditioning - Baton Rouge, LA
July 2017 to April 2019

Supervisor: Don Proctor

Responsibilities: Inspect HVAC units. Determine issues with HVAC system. Repair/fix issues. Install new HVAC units. Carrying more than 50 lbs. Carrying equipment up and down ladder/back and forth. Work in tight spaces and in temperatures 100+ degrees.

Sales Floor Associate- Shoe Dept

Belk Department Store - Denham Springs, LA
December 2016 to June 2017

Supervisor: Mary Bryant

Responsibilities: To make sale goals each day, assisting customers with merchandise, creating displays, counting inventory, operating a register/POS, placing orders for customers through warehouse or another store, taking credit payments for Belk members, opening up Belk account for customers, multitasking, and making sure everything is clean, neat, and organized.

Manager

Pizza Hut - Denham Springs, LA
September 2014 to April 2016

Supervisor: Billie Helt

Responsibilities: Key Holder, prepare daily financial reports, reconciling registers and safe, manage labour hours, delegate tasks, counting and ordering weekly inventory, run daily bank deposits, manage waste, putting in work order for maintenance and repairs, operating a POS system and register, answer phones, operating printer, fax, and copy machine, provide customer service, dispatching drivers, follow and enforce food safety and sanitary guidelines, prepare and cook food, hiring/ interviewing new employees, running WOTC and MVRs on new employees, input data, train new employees.

CSR/Front Desk

Gerber Collision & Glass - Portage, IN

August 2013 to December 2013

Supervisor- Jerry Richardson

Responsibilities: Operating telecheck machine, copier, scanner, fax, and printer, using basic computer and email functions, Microsoft Word, operating a multi-line phone system, front desk, organizing files, collecting payments, vehicle intake and pre-inspections on vehicles, preparing repair orders, prepare vehicle estimates using CCC1 software, set up rental vehicle appointments for customers, set up tows, communicate with vendors and repair shops, communicate with insurance agencies and customers to provide updates on claims, checking people in during open house events, port vehicles to other locations, and operating commercial vehicles.

CSR/ Team Member

AutoZone - Highland, IN

May 2013 to October 2013

Supervisor- Kelli Green

Responsibilities- customer service, operating register/POS, answer phones, locate parts for customers, stock inventory, greet customers, process returns, testing parts including batteries, alternators, starters, etc., scanning and looking up engine codes for customers, changing batteries, wiper blades, and light bulbs for customers.

Kitchen Aide

Chartwells Compass Group Catering - Gary, IN

April 2013 to August 2013

Supervisor- Tony Rachray

Responsibilities- Follow food safety guidelines, prepare, cook, and serve food, operating a POS system, cash handling, lifting over 50lbs

Education

College Freshman in Art & Digital Art and Web Development

Louisiana State University - Baton Rouge, LA

August 2023 to Present

Automotive Collision Repair

Ivy Tech Community College - East Chicago,

IN Jan 2011- May 2013

Diploma

Morton Senior High School - Hammond, IN

June 200

Skills

- 10+ Years experience in customer service.
- 1 year retail experience
- 3 years management experience
- 2 years front desk
- 1 year sales floor experience
- 6+years cash handling/payment collecting/ register
- 4 years food safety