

Objective

To obtain a position that will enable to use strong organizational skills, experience, and ability to work well with people.

Skills

Customer Service, Inventory Control.

Work Experience

Florist/Co-ordinator

Patrick's Cleburne Floral - September 2011 – 2020

- Answered an average call per day by addressing customer inquiries, solving problems and providing new product information.
- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Earned management trust by serving as a key holder, responsibly opening and closing store.
- Politely assisted customers in person and via telephone.
- Implemented marketing strategies that resulted in the growth of the customer base.
- Answered product questions with up-to-date knowledge of sales and store promotions.
- Conducted weekly walk-throughs with the manager to discuss interior visual displays, including store window presentation.

Florist

ABC Corporation - 2010 – 2011

- Confer with clients regarding price and type of arrangement desired and the date, time, and place of delivery.
- Plan arrangements according to clients requirements, utilizing knowledge of design and properties of materials, or select appropriate standard design pattern.
- Water plants, cut, condition, and clean flowers and foliage for storage.
- Wrap and price completed arrangements.
- Perform office and retail service duties such as keeping financial records, serving customers, answering telephones, selling giftware items and receiving payment.
- Perform general cleaning duties in the store to ensure the shop is clean and tidy.
- Unpack stock as it comes into the shop..

Education

General Studies - 1992(Cleburne High School)