

# Robert Smith

## Florist I

### PERSONAL STATEMENT

Driven to work hard and build long term relationships with customers. Delivers positive experiences through high-quality customer care. Honest, motivated individual.

### WORK EXPERIENCE

#### Florist I

**ABC Corporation - September 2015 - August 2016**

##### Responsibilities:

- Floral design including but not limited to- Vases, mugs, baskets, corsage & boutonnieres, planted baskets, and custom orders for all occasions.
- Receiving deliveries- Intake for deliveries, cutting, and hydrating flowers.
- Communicated with vendors regarding back order availability, future inventory and special orders.
- Customer assistance- answering phones, taking custom orders, and helping customers out on the floor.
- Shelves fully stocked with fresh, new arrangements. Keeping water levels high on all shelved arrangements.
- Cleaning flowers, coolers, shelves, out on the floor, and all general clean up at the end of the day.
- Responsible for ordering flowers and supplies for the daily orders.

#### Florist

**ABC Corporation - 2013 - 2015**

##### Responsibilities:

- Designed and created floral arrangements.
- Took specific orders over phone, email, internet services, and storefront walk-ins.
- Ordered flowers/Inventory.
- Organized paperwork and order forms in files.
- Opened and Closed storefront.
- Basic POS operation.
- Delivered floral arrangements..

### Education

High School Diploma - (Carman Ainsworth High School - Flint, MI)

### CONTACT DETAILS

1737 Marshville Road,  
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### SKILLS

People person, More  
Patience.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)