

# Robert Smith

## Associate Florist

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## SUMMARY

Have supervised clients, done intakes and assessments, co-facilitated groups, learned the clinical data system, and overall counselor duties.

## SKILLS

Electric Pallet Jack, Hard Working.

## WORK EXPERIENCE

### Associate Florist

ABC Corporation - May 2012 – April 2014

- Answer phones, design arrangements, process flowers, check out customers, and customer service.
- Nurtured plants and cleaned the store daily. Helped coworkers grow confident in their work daily.
- Entered customers in the computer system and took messages for the owners.
- Able to create a more positive atmosphere and helped increase production.
- Very good with customer service and creating a fun and friendly atmosphere for customers of all ages.
- Creativity, an artistic eye, and a speedy flow that still ensured high quality.
- Learned skills to use with artificial flowers during the design process.

### Florist

HyVee - 2008 – 2012

- Confer with clients regarding price and type of arrangement desired and the time, date and place of delivery.
- Plan arrangement according to clients requirements, utilizing knowledge of design and properties of materials, or select appropriate standard design pattern.
- Water plants and cut, condition, and clean flowers and foliage for storage.
- Order flowers and supplies from wholesalers and growers.
- Wrap and price completed arrangements.
- Inform customers about the care, maintenance, and handling of various flowers and foliage, indoor plants, and other items.
- Perform general office duties such as faxing or mailing receipts, collecting payments, waiting on customers and answering telephone calls..

## EDUCATION

na in na - 2007(Sturgis Brown High School - Sturgis, SD)