

# ROBERT SMITH

## Florist/Representative

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### SUMMARY

Management, organization, set up, stocking, advertising, worked registry. Gained social skills with customers and clients both in person and over phone.

### SKILLS

Communication Skills, Hard Working.

### WORK EXPERIENCE

#### Florist/Representative

The Farmers Wife - April 2016 – 2020

- Operate florist computer programs to send and receive orders. Use creativity to put flower orders together.
- Meet with brides and mourning families to discuss wedding or funeral arrangements.
- Order flowers from the wholesale company as needed.
- Design and fill orders, create arrangements for cooler Display, greet and help customers with their orders.
- Ordered and bought fresh flowers, made arrangements, took phone orders, helped with deliveries when needed.
- Shipped floral arrangements via FTD and also took care of the green plants in the store inventory.
- Created floral arrangements, including wedding and funeral pieces.

#### FLORIST

ABC Corporation - 2012 – 2016

- Confer with clients regarding price and type of arrangement desired and the date, time, 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.
- Select flora and foliage for arrangements, working with numerous combinations to synthesize and develop new creations.
- Wrap and price completed arrangements.
- Trim material and arrange bouquets, wreaths, terrariums, and other items using trimmers, shapers, wire, pins, floral tape, foam, and other materials.
- Unpack stock as it comes into the shop..

### SCHOLASTICS

- Diploma in Floral Careers - 2009(Kirkwood Community College - Cedar Rapids, IA)