

# ROBERT SMITH

## Florist I

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

A dedicated and focused person who excels at learning new skills that are needed to achieve each objective. Prioritizing, completing multiple tasks simultaneously, while maintaining open lines of communication.

## EXPERIENCE

### Florist I

#### ABC Corporation - 2007 - 2007

- Created floral arrangements of all types and occasions.
- Ordered and processed products, equipment for a gift shop and floral department.
- Managed reception area, telephone, fax, customer sales, and staff requests.
- Temporary help for Valentines Day Arrange flower arrangements Skills Used Speed.
- Set up for events and weddings, help others with projects for upcoming events and weddings, break down setups.
- Holiday events Working with flowers Cleaning the work area Assisted with deliveries.
- Prepping buckets, cutting flowers to waiting on customers.

### Florist

#### ABC Corporation - 2003 - 2007

- Owner and designer of the shop.
- Made sure all online vendors were up to date with products.
- Made sure all flowers were in stock and ready for orders to be filled.
- Heavy phone service and made sure all over the phone orders were pre paid..addresses verified and orders put in order as to first to go in date order.
- Over see the staff and also the drivers as needed.
- Get to wholesalers and pick the best flowers for the shop and make sure all were fresh.
- Had to sell due to housing market on decline and the industry went on decline.

## EDUCATION

- - (Ellsworth Community College)

## **SKILLS**

Communication Skills, Hard Working.