

ROBERT SMITH

Jr. Florist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A Dedicated, Determined, Self Motivated person with proven strengths in leadership, decision making, as well as a fondness for growth. Seeking employment with a company that will allow light to shine.

CORE COMPETENCIES

Customer Service, Customer Sales, Computer Literacy.

PROFESSIONAL EXPERIENCE

Jr. Florist

ABC Corporation - February 2014 – April 2015

Key Deliverables:

- Provide excellent customer service while ringing and bagging the customers groceries.
- Assist with merchandising responsibilities, such as price changes.
- Pricing new merchandise, setting up displays, floral & plant care.
- Process customer requests and orders. Floral wraps and custom arrangement designs.
- Floral department receiving, stock room organization, and product ordering.
- Understanding the needs of the department, making sure our budget and money goals were met, maintaining online orders.
- Specializes in organizing deliveries and creating new arrangements.

Florist

ABC Corporation - 2011 – 2014

Key Deliverables:

- Florist/Delivery Driver Coordinated pick-ups and deliveries of flowers and goods for three operating locations.
- Coordinated drivers, routing, dispatch and deliveries.
- Responsible for "high end" installations for private and public events.
- Also handled regular closing responsibilities including collecting receipts, credit card forms and cash from all locations.
- Daily reconciliations and bank deposits.
- Training & Special Skills Windows, Microsoft Office (Word, Excel, Power Point), Cad, QuickBooks, Google, Google Docs, Printers, Copiers, Fax Machines, Scanners and more.
- Professional Memberships & Affiliations ASCAP, member; SAG, member.

EDUCATION

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Bachelor in Arts in English, Minor: History - 2007(Texas A&M University - Corpus Christi - Corpus Christi, TX)

