

## Florist

# ROBERT SMITH

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## Objective

To work for an outstanding company that utilizes skills to the advantage of the company. For leadership skills to suit the needs of the company. To have the opportunity to perform in an exceptional manner.

## Skills

Outstanding Diplomacy, Consistently Produces Win-win.

## Work Experience

### Florist

**ABC Corporation** - September 2006 - August 2014

- Assist with flower preparation and creation of floral arrangements, wristlets, bunches, corsages, fruit baskets, and live plants.
- Communicate and execute customer orders and deliveries.
- Assist with facility upkeep, organization, and display, as well as maintenance of supplies.
- Responsible for the floral design and management of the department.
- Handled cash register, customer service, debit and credit card transactions.
- Processed sales transactions via cash register and telephone orders.
- Designed floral arrangements, took orders over the phone, and ran the register.

### Florist

**ABC Corporation** - 2002 - 2006

- I was responsible for taking telephone orders, interacting with the customers, and taking payments and handling the bank runs.
- Also made flower arrangements and made deliveries to the customers homes.
- I have most of my life worked in retail but this job helped me to come out of my shell and to help me interact with people on a new level and see things from the customers point of view a lot better than any other job that I have worked retail in.
- This job helped me to see that the customer is always right no matter what.
- Skills Used I used my computer skills to enter the invoices into the computer.
- Used my phone skills to multi task when talking and having to write down information for the customer.
- Learned to always have a smile on my face when someone walked in the door and to greet each and every person as they walked in..

## Education

- 1983(Ridley High School - Folsom, PA)