# ROBERT SMITH

## Asst. Decorator

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

## SUMMARY

Looking for a position that will utilize excellent customer service, communication and organizational skills as well as give an opportunity to learn new things.

## CORE COMPETENCIES

Creating Ideas, Creating New Solutions, Confronting Others.

## PROFESSIONAL EXPERIENCE

### Asst. Decorator

**ABC Corporation - December 2011 – December 2013**

**Key Deliverables:**

- Customer service and interacting with the general public.
- Responsible for taking orders and decorating the product to provide a quality product.
- Responsible for helping run the store by implementing all rules and regulations provided by the home office.
- A reliable, hard-working person who provided support to all aspects of the job.
- Timely job completion. Skills Used Excellent customer service.
- Beyond what was needed to make the job work to the best of its ability.
- Defined project requirements and schedule during the &ldquo;brief&rdquo;

### Decorator

**Delta Corporation - 2009 – 2011**

**Key Deliverables:**

- Ran the register, took cake and cupcake orders, decorated cupcakes, cleaned the store, delivered, helped with all office duties.
- Supervised a team of staffers during the assembly and disassembly of holiday decorations throughout the DC/Maryland/Virginia area Unloaded .
- Decorating, Customer Service, Sanitation, Inventory.
- Responsible for cutting and sewing banners for Viginia Lottery and seasonal banners for Wheaton.
- Resposible for making seasonal Garlin for Holidays.
- Cleaning and complying with sanitation and safety standards.
- Produce our entire line of baked goods and any other production items as delegated by a manager Make sure our baked goods are baked and decorated .

## EDUCATION

BA in Psychology - 1986(University of Nebraska - Lincoln, NE)

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