

# Robert Smith

## Asst. Florist

### PERSONAL STATEMENT

To secure a position where ability to communicate and liaise effectively with a diverse client group in a friendly and diplomatic manner can be put to good use.

### WORK EXPERIENCE

#### Asst. Florist

**ABC Corporation - December 2015 - February 2016**

##### Responsibilities:

- Perform office and retail service duties such as keeping financial records.
- Answering telephones and serving customers.
- Receiving payments including running credit cards and processing checks.
- Confer with clients regarding price and type of arrangement desired and delivery specifics.
- Plan arrangement according to clients requests, utilize knowledge of design and properties of materials or select appropriate standard design patterns.
- Coordinate appropriate care and upkeep of a variety of plants.
- Design new arrangements by synthesizing numerous combinations of flora and foliage.

#### Florist

**ABC Corporation - 2013 - 2015**

##### Responsibilities:

- Fred Myer Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
- 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..

### CONTACT DETAILS

1737 Marshville Road,  
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(123)-456-7899  
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### SKILLS

Customer Service,  
Technical Skills.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

- (LONESTAR COMMUNITY COLLEGE - Cypress, TX)