

ANNIE CHOI

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Farmville, Virginia 23909**

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PROFILE

Customer service oriented, able to problem solve and respond effectively to needs of clients, co-workers, and employees. Poised, resourceful, and adaptable to a variety of settings. Possess organizational capability to handle multiple priorities and meet deadline schedules. A self-starter and quick study, eager to assume increasing levels of responsibility.

STRENGTHS INCLUDE

- Naturally intuitive to other's needs with strong insight to unspoken needs;
- Comfortable interacting one-on-one with customers;
- Personable and able to interact well with diverse populations;
- Responsible and works well without supervision;
- Well-developed organizational skills;
- Loyal, driven, honest, and committed to a job well done.

EMPLOYMENT HISTORY

05/2013 to present

Contracts
VA

Williamsburg Plantation
Williamsburg,

Responsible for organizing, scanning, and filing contracts and employee files.

01/2006 to 08/2007

05/2008 to 01/2013

Store Manager

VA

Maggie Moo's Ice Cream and Treatery
Williamsburg, VA & Newport News,

Responsible for overseeing the day-to-day operations of the restaurant.

- Supervise and manage up to 6 employees;
- Maintain a sanitary, safe and welcoming environment for employees and customers;
- Ensure superb quality of product and customer service;
- Order, receive, and inventory products from supplier;
- Manage cash drawers, safe, and labor costs;
- Implement promotional packages and franchise standards;
- Promote and implement catering services.

EDUCATION/TRAINING

Currently obtaining Bachelor of Science in Biology with a pre-pharmacy program at Longwood University, Farmville, Virginia

Advanced Studies Diploma, Jamestown High School, Williamsburg, Virginia

Computer Skills/Abilities: MS Word and Excel. Typing speed of 70 wpm.

References Furnished Upon Request