

TORI CZECK

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SUMMARY

- Organized and detail-oriented sales associate with 3 years of cash handling and customer service experience.
- Understand general accounting and finance concepts.
- Speed, accuracy and mathematical skills.
- Self-motivated offering strong communication and quick thinking skills.
- Works effectively on teams, as well as independently, in fast-paced environments.
- 3 years of computer/cashier skill.
- 1st year (freshman) honors program at Bemidji State University.
- Very effective at customer service and providing them with the services they need.
- Spent 2 years in high school working on programs such as, Microsoft Office, Adobe Photoshop, etc

HIGHLIGHTS

- Energetic
- Approachable
- Flexible
- Team player
- Organized
- Strong work ethic
- Exceptional customer service
- Sales expertise
- Reliable
- Excellent communication skills
- Friendly

EXPERIENCE

May 2015 – June
2016

Infant Teacher, *Little Me Child Care*

- Little Me Child Care has given me experience with working with child and learning patience. I have gained a large amount of different ways to communicate with people. I help the children with their daily tasks and teach them. I stay organized by keeping folders of everything that the children need and have.

- April 2014 – August 2014 Sales Associate, *Gymboree*
- Gymboree was very focused on customer service. One of the biggest things was being able to communicate to the customers and making sure their needs were met. I would help reorganize the store, clean it up throughout my shift, and make sure all the needs were met.
- November 2011 – August 2014 Sales Associate, *Rue 21*
- My job was to be part cashier and make sure the store had everything out. We focused on customer service and helped the customer with anything they needed. I made sure that the store was picked up and everything that could be out on the sales floor was put out. A big part about working at Rue 21 was you had to be able to sell fragrance to customers.
 - Multiple times I had customers go up to the managers and tell them that I was very helpful. I received certificates such as, most sales or highest fragrance sell of the month.
- December 2014 – May 2015 Front Desk - Receptionist/Game Room Worker, BSU (Oak Hall)
- I spent the school year working behind the front desk in Oak Hall at my university. Answering the phone and working on the computer, and helping anyone who had questions. I also worked on in the game room where I just looked over the room and made sure everything was in order.

EDUCATION

- 2010 - 2014 High school diploma, *North Branch Area High School*
- 3.8 GPA
- 2014-2015 N/A, *Bemidji State University*
- Freshman honors student