

Stephanie Gordon

3199 Manitoba Dr. Woodbridge
VA 22192
(571) 393-7097
steph.grdn16@gmail.com

EXPERIENCE

Lalla Skin Care, Arlington — Receptionist

NOVEMBER 2020 - PRESENT

Answered and screened incoming calls. Received clients at the front desk by greeting, welcoming, directing and announcing them appropriately. Scheduled appointments for both clients and the aestheticians.

Gold's Gym, Woodbridge — Job Title

JANUARY 2019 - PRESENT

Supervised and monitors the safety of children while under care. Assists in the implementation and management of the child care room while maintaining a safe, clean, and healthy environment.

H&M, Potomac Mills — Sales Associate

JULY 2017 - MARCH 2018

Assesses customer needs and responds to questions. Maintained and straightened the sales floor. Worked the cash register and bagged merchandise following standard procedures. Cleaned and straightened the work area. Unpacked and displayed merchandise.

Columbia Sportswear, Potomac Mills — Sales Associate

JULY 2016- JUNE 2017

Operated Cash register as well as maintained cleanliness on the Sales floor and fitting rooms.

EDUCATION

George Mason University, Fairfax — Bachelor's

STARTING FALL SEMESTER 2020

Transferring over to GMU after graduating NOVA to complete a Bachelors of Art and Visual Design, with a concentration for Graphic Design

Northern Virginia Community College, Woodbridge/Manassas/Alexandria — General Studies

GRADUATING IN SPRING SEMESTER 2020

NOVA Associates with a concentration in Arts

SKILLS

Proficient in: FullState, a scheduling software, and Programs : Microsoft Word, PowerPoint, Excel, as well as Google Docs and Slides.

Experienced in creation using Adobe Illustrator and Autodesk Sketchbook

PROFILE

Responsible worker with an excellent track record in managing register operations. Hard-working and diligent team player with strong mathematical and customer service skills and experience in customer service.

QUALIFICATIONS

- Customer Service Mindset
- Sales Proficiency
- Professional Appearance
- Excellent verbal communication
- Enthusiasm and Cheerfulness
- Efficiency