**KAELIN BRIGGS**

Cell: (843) 330-2732 • kpbriggs991@gmail.com

**PROFESSIONAL SUMMARY**

Experienced Sales Associate with over three years of customer service experience and well-versed in cash-handling

**EDUCATION**

**Bachelor of Science in Finance**  Expected Graduation date: May 2018 *College of Charleston - Charleston, SC*

**SKILLS**

* Proficient with Microsoft Office, 75 WPM Typing Speed, Experience with Teller Express, Financial Services Desktop.

**CUSTOMER SERVICE EXPERIENCE**

**Hostess and Server** Jan. 2014-Jan. 2016

*Steel City Pizza Company – Charleston, SC*

* Demonstrated strong interpersonal and customer service skills in a fast paced work environment by greeting customers, bringing them to their seat and taking food orders over the phone to ensure customer satisfaction
* Displayed positivity and flexibility with coworkers and management to maintain a cordial working environment
* Demonstrated ability to multi-task various work duties such as taking food orders from customers, ensuring supply inventories, maintaining cleanliness of the restaurant and processing payment
* Skillfully promote items on beverage lists and weekly restaurant specials while answering any questions in a friendly manner

**Sales Associate** Oct. 2013-Dec. 2015

*The Glass Gallery LTD – Northwoods Mall, SC*

* Assisted customers with finding merchandise relevant to their needs and answering any questions about the products
* Demonstrated detail oriented skills with handling and recording the amounts of money in registers and back-up banks
* Polished the products and consistently met selling requirements/goals

**Sales Associate** May 2016-Present

*Charming Charlie – Farmington, UT*

* Ensuring order and cleanliness throughout store merchandise
* Assist customers with deciding on different products, in charge of enrollment of Charm Club services (sharing all benefits of being a member including return policy and perks)
* Experience in inventory, and mark-downs.
* Meet sales goals

**Bank Teller** May 2016–Present

*Chase – Layton, UT*

* Politely greet customers, suggest more convenient ways to bank (such as ATMs, online banking, and other various self-service channels)
* Own their problems from start to finish, or introduce to a banker as needed.
* Balance cash box, experience with closing vaults and the branch.

**PROFESSIONAL AFFILIATIONS**

**Women in Computing,** *College of Charleston - Charleston, SC* May 2014-Dec. 2015