

Celina Palmer-Belcher

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Objective

To work in a professional, fun and interactive environment where I can contribute my 15+ years in the service industry.

Key Qualifications

- Works well in a team
- Quick at learning new skills
- Proficient in both Mac and PC Computers
- Adobe Creative Suite
- Microsoft Office Applications
- Detail oriented
- Business experience
- Billing and Auditing
- Accounting experience
- Assisting in a business startup
- Management experience
- Dedicated and compassionate team player
- Quick learner and eager to learn more
- Customer focused
- Strong written and verbal communication

Experience

BNSF Logistics, Charleston SC

2017 - Present

Administration and Operations in Expedite Department

- Work closely with clients to assist with booking, directing and tracking freight shipments throughout the country
- Update and audit database consistently to reflect changes and streamline communication
- Audit and process client submitted paperwork for invoicing
- Create and update employee handbook, job descriptions, and work instructions for new employees using the Adobe Creative Suite and Microsoft applications
- Coordinate and lead daily meetings, record minutes when needed

Early Bird Diner, Charleston SC

2014 - 2017

Customer Service

- Greeted guests upon arrival and ensured all requests were met
- Performed opening and closing duties
- Used graphic design background to help build company website
- Assisted ownership with menu pricing

Destinations At Wild Dunes, Isle Of Palms SC

2010 - 2014

Customer service and management

- Worked in guest management throughout entire resort, moving within each department to assist as needed
- Eager to learn, I was constantly working with each department on a daily basis and helped with many projects and events to better support work flow
- Assisted team with daily duties to ensure a great experience for the guests
- Working closely with guests to provide a safe and fun environment for them and ensure they had a vacation they would always remember

512 Solutions, Austin, TX
Sales Manager

2013 - 2014

- Joined and assisted with start up of a branch of this company
- Met daily with co-workers for sales meetings to discuss numbers, goals, clients and client needs
- Assisted in the hiring process, conducted interviews, and trained new employees
- Coordinated meetings for out-of-town assignments and business trips
- Promoted overall morale and ensured team reached goals during each business trip

CreateSpace, An Amazon Company, Charleston, SC
Creative Coordinator

2011 - 2013

- Developed creative workflow using a wide variety of software systems
- Worked with the customer to meet their needs while maintaining a clear understanding of the product they purchased and the service fulfillment process
- Each customer came to me with an idea and I helped them make it reality by providing them with the tools they needed
- Worked with my team daily to help with any clients or project and helped with the management of outsourced vendors for quality product delivery

Education

Bachelor Of Fine Arts Degree In Graphic Design
The Art institute of Charleston

Graduated in 2011

Associate Degree Of Fine Arts
Trident Technical College

Graduated in 2008