

Chelsea Taxter

CONTACT

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chelseataxter.com



TOOLS

- Figma
- Sketch
- InVision
- Adobe Suite

QUALITIES

- Organizational Skills
- Adaptability
- Strong Work Ethic
- Problem Solving
- Analytical

COURSES

- Intro to Front-End Web Development
- Intro to Computing
- Foundations of Human Behavior
- Information Analysis of Organizational Systems
- Information Reporting and Presenting

EDUCATION

● Syracuse University

B.S. in Information Management and Technology with a concentration in Web Design, Graduating 2022

● Dean's List (2018-19)

● Photographer, Medley Magazine (2018-19)

EXPERIENCE

● Interlibrary Loan Student Assistant

Syracuse University's Bird Library (September 2019 - Present)

- Follow Library of Congress Call System to find and pull books to be used by patrons.
- Organize and package books that will be sent to patrons via mail.
- Utilized scanning machines to scan and send articles and pages to patrons.

● Restaurant Hostess

Cheeky Monkey Brewing Co. (May 2019 - Present)

- Managed a busy 30 table restaurant while remaining calm and friendly in the fast paced environment.
- Provide a high level of customer service while greeting and seating guests.
- Followed seat assignments and made changes when necessary.
- Received and recorded reservations and/or parties via telephone or booking application
- Assisted in the training of 3 new coworkers.

● Sales Associate

Primark (June 2017 - August 2017)

Target (June 2016 - August 2016)

- Provide a high level of customer service in a busy, fast paced store.
- Identify and resolve any issues in a calm, professional manner to ensure customer satisfaction.
- Open and close registers and double checked that the amount of money given and received was correct.
- Organized women's section to the highest standard to promote more sales.