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| Erin Margelony | | | | |
| 200 West Rd Apt 74, Ellington, CT 06029 | | 860-942-7658 emargelony@yahoo.com | | |
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| **PROFESSIONAL SUMMARY** | | | | |
| Entry- level sales representative with 3-5 years of experience working with computers, answering telephones, scheduling appointments, and customer service. Has experience working with commission based pay. | | | | |
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| **Key Strengths** | | | | |
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| * Organized * Time-oriented * Friendly * Self-motivated * Good with computers | * Great communication skills * Hard-working * Willingness to learn new things * Sales Oriented | | * Dedicated * Dependable * Personable * Positive * Multi- task oriented | |
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| **PROFESSIONAL EXPERIENCE** | | | | |
|  | | | |  |
| PetSmart Manchester, CT | | | | 05/07-Present |
| ***PetStylist/ Receptionist*** | | | | |
|  | | | | |
| * Answering telephones while grooming * Scheduling appointments * Customer Service * Inputting client information into computer system * Commission based | | | | |
|  | | | | |
| Sawicki Insurance Agency Vernon, CT | | | | 09/04-05/06 |
| ***Receptionist*** | | | | |
|  | | | | |
| * Filing client's paperwork * Computer work * Answering telephones * Quoting insurance policies | | | | |
| **EDUCATION AND PROFESSIONAL DEVELOPMENT** | | | | |
| Central Connecticut State University New Britain, CT 09/07-12/07 | | | |  |
| Emmanuel College Boston, MA 09/06-04/07 | | | | |
| Diploma Ellington High School Ellington, CT 08/03-06/06 | | | | |
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| **REFERENCES** | | | |  |
| Available Upon Request | | | | |
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