

Emma Manion

(574) 870-8053 | emma.manion@yahoo.com

Education

Multi-Device Development Certificate

Indiana University Purdue University – Indianapolis

December 2022

Work Experience

Barista

November 2021-Current

Quills Coffee, Indianapolis, IN

- Cultivating a welcoming, high-paced culture by taking customer orders in a timely and respectful manner
- Preparing customer orders in high pace environment
- Maintaining a clean work environment in accordance with Health Department guidelines

Tasting Room Staff

April 2019 – October 2021

Oliver Winery, Bloomington, IN

- Guide customers through tastings to help select the best wines for their taste
- Describe wines and viniculture to customers
- Greet customers
- Stand and walk up to eight hours
- Lift cases of wine and stock shelves with wine and retail merchandise
- Set up and take down/clean up bars and events
- Notify customers about Oliver's wine club and additional benefits
- Assist customers with cases out to their vehicles via carrying or hand truck

Sales Associate

Big Red Liquors, Bloomington, IN

November 2019 - April 2020

- Greet and assist customers
- Answer customer inquiries and provide appropriate product-related information
- Guide wine tastings
- Assist with merchandising efforts, displays, and floor moves as needed
- Stock and clean store for best sales appearance and ease of use for customer

Skills

- Dependable and reliable
- Active listening
- Prompt customer service
- Flexibility
- Energetic work attitude
- Great organizational skills