Katie L. Leach

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Summary of Qualifications

• Work well under pressure as part of a team

• Well-groomed appearance

• Polite, respectful, and courteous manners

• Responsible, efficient, and flexible

• Ability to work in a fast-paced, intense environment smoothly

• Able and willing to assist co-workers, supervisors, and clients in a cooperative manner

• Committed to providing total quality work

• Dependable employee with common sense and a variety of skills

• Work well under pressure to meet deadlines

• Possess excellent communication and inter-personal skills

• Perform effectively despite sudden deadlines and changing priorities

• Proven ability to identify, analyze, and solve problems

• Highly reliable self-starter; can be counted on to complete assignments

• Proven competence in working with others in a team effort

Professional Experience

Giant Eagle Supermarket, Canton, Ohio September 2010 – October 2011

Clerk

• Calming down irate customers

• Excellent Customer Service Skills

Education

Ashford University July 2011 – Present

Bachelors in progress of Applied Behavioral Science

3.5

• Working towards my bachelor’s degree

Additional Information

• Skills: listening, nonverbal communication, clarity and concise, friendly, kind, can type up to 30wpm, good customer service skills, able to Listen, accept feedback, adaptable, competitive, confidant, conflict resolution, cooperative, courteous, creative thinker, critical thinker, crisis management, critical observer, being decisive, directing others, enthusiastic, evaluative