

Kaylyn Venerable

Summary

Strong analytical and problem-solving skills.

Motivated self-starter with an aptitude for learning new tasks quickly and efficiently.

Exceptional customer service and interpersonal skills.

Education

Miller Career Academy High School

St. Louis, Missouri

*Graduated
May 2009*

Launch Code LC101

St. Louis, Missouri

Graduated

December 2018

Employment History

Custom Cable Services Administrative Assistant

Fenton, Missouri

July 2013 - Present

Data entry of project information into multiple systems as required. Set up project folder/work folders. Maintain files throughout the course of the project. Track / Scan / Submit As-Builts to customer. Prepare and generate routine reports and correspondence. Call and/ or enter locates. Follow-up with vendors to obtain submittals and current equipment delivery information. Attend customer scheduling / job coordination conference calls as required. Create and maintain project final invoices in customer system. Record and maintain purchase orders. Apply weekly billing to purchase orders using a PO register. May coordinate with corporate office to ensure proper billing & payment.

Love Culture Stock/ Sales Associate

St. Louis, Missouri

October 2010 - January 2013

Responsible for receiving and stocking all merchandise in stock room and onto store shelves. Organize and create a pleasant environment throughout stock rooms and the sales floors. Maintain/logged an accurate count of incoming and outgoing shipment using an inventory tracking system. Occasionally assist

Visual Merchandisers with overnight floor sets. Assisted customers with locating merchandise. Processed cash or electronic payments using a computerized system.

Forever 21 *Sales Associate/Inventory Control*

St. Louis, Missouri

October 2009 - October 2010

Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. Recognize security risks and thefts and prevent or handle these situations.