



MADELINE GLICK

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411 N 8th St, St. Louis, MO 63101

OBJECTIVE

To secure employment with a reliable company, where I can utilize my learned skills and customer service background to the maximum, ensuring optimal work quality and customer satisfaction.

EXPERIENCE

Mid-USA Motorcycle Parts

Data Entry | March 14, 2022 – August 19, 2022

- Entering, storing, processing, and managing all order and customer profile data
- Utilizing Microsoft Office applications for producing company documents
- Composing and sending out order invoices and receipts

Mid-USA Motorcycle Parts

Customer Service Representative - Sales | August 1, 2021 – December 1, 2021

- Utilizing salesmanship skills to properly market and sell products to customers
- Manage territory of customers and sales
- Maintain communication between customer and company, answering and making customer calls

EDUCATION

Ranken Technical College – St. Louis, MO

Application & Web Development | August 22, 2022 – Current

- Associate of Science
- GPA: 93.3% – A

Saint Louis University – St. Louis, MO

Computer Science | August, 2019 – February, 2020

Milton Hershey School – Hershey, PA

Diploma | January 25, 2016 – June 9, 2019

CERTIFICATIONS & ACKNOWLEDGEMENTS

- Certified with all Microsoft Office Applications
- Experienced with HTML5, CSS, Bootstrap v5, Sass, JavaScript, and C#