



# MADELINE GLICK

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## OBJECTIVE

To secure employment with a reputable company, where I can utilize my skills and customer service background to the maximum, ensuring upmost customer satisfaction.

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## 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

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## 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

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## ACKNOWLEDGEMENTS & CERTIFICATIONS

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