

MARIBETH HARDWICK

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SUMMARY OF QUALIFICATIONS

Creative, focused, and positive minded recent graduate, with a passion for service and pride in delivering high-quality work. Comfortable and experienced in environments requiring quick adaptation and taking on new and different roles and responsibilities. Committed to learning and growing while proficient in achieving project-based results.

Customer Service-Oriented ▪ Skilled Problem Solver ▪ Effective Communicator ▪ Results-Driven

EDUCATION

University of Washington

Bachelor of Arts in History, Comparative Religion minor (2018)

Golden Key International Honor Society, 3.69 GPA

Shoreline Community College

Associate in Arts (2015)

Phi Theta Kappa Honor Society, President's List, 3.98 GPA

PROFESSIONAL EXPERIENCE

Hardwick and Sons Inc., Seattle, Washington

Store Manager (1/2009 – 12/2013)

Recruited, trained, and managed over a dozen employees; instituted and maintained various store operations; orchestrated weekly inventory checks and order fulfillments from store's largest supplier; worked closely with company representatives and sales personnel to diversify product offerings; cooperated with representatives from local and state agencies to amend and prevent code violations; pursued professional development opportunities and participated in industry-related trainings and seminars; coordinated with law enforcement regarding secondhand item transactions; supervised website order processing and shipment systems; analyzed and developed pricing strategies; supported bookkeeping and payroll activities.

Sales Lead (7/2007-1/2009)

Engaged customers and offered creative solutions that best fit their needs; established credibility and cultivated relationships with repeat customers; gained experience in a variety of industrial disciplines; streamlined existing accounts billing system; performed cashier duties; maintained assigned departments; coordinated furniture deliveries and U-Haul rentals; prepared inventory reports and preliminary orders.

Just Sports, Seattle, Washington

Assistant Manager (2005 – 7/2007)

Maintained a clean and orderly store; increased proficiency with POS systems; conducted customer returns and exchanges; coordinated customer special orders; trained employees on company protocol; merchandised inventory displays; documented sales and created bank deposits as part of the daily closing routine.

MARIBETH HARDWICK | CONTINUED

The Athlete's Foot, Seattle, Washington

Sales Associate (2004 – 2005)

Utilized in-house technology to examine foot pressure distribution and used the information to advise customers on which running shoe was best suited for them.

SKILLS

Microsoft Word ▪ Excel ▪ PowerPoint ▪ Outlook ▪ Wordpress ▪ Miva Merchant
Public Speaking ▪ Writing and Communication Skills ▪ Leadership Skills ▪ Blackbelt in Taekwondo

OTHER EXPERIENCE

Advanced Maui Optical and Space Surveillance Technologies Conference (2018) Maui, HI

Registered conference attendees and assisted with exhibit setup and breakdown.

H&H Pacific, LLC. (2017) Seattle, WA

Managed the accounting duties and tenant communications at a multi-use commercial rental property.

Public Speaking Center Volunteer at Shoreline Community College (2015)

Assisted students with the process of developing and presenting class speeches and building oral communication skills.

Team Seattle (2002; 2004)

Participated as a player and ambassador in the Alpen Cup (Austria, 2002) and the Italy Cup (2004) soccer tournaments.