

Rachel LeBoeuf

803.457.6925

rachelnleboeuf@gmail.com

Uptown, Charlotte, North Carolina

Summary

Versatile professional with a strong customer service background. Includes the proven ability to manage staff and store, multi-task, prioritize, and manage time effectively. Offering the ability to handle high volume foot traffic and/or calls with active listening skills, the ability to resolve customer inquiries in a professional manner, and maintain efficiency in the workplace for all employees.

Experience

Nanny

Nanny, Charlotte, NC

01/2020 - 12/2021

Preparing and feeding meals, administering medicine, light housework, developing child accordingly depending on age, activities, napping, keeping a record of daily activities, concerns, and milestones!

Creative Movement and Dance

Ballet Teacher, Columbia, SC

02/2017 - 05/2020

Planning classes that encourage students of all levels, monitoring student progress, coordinating rehearsals and end-of-year recitals, and minimizing injury risks, Organizing classes for multiple schools, daycares, and church programs.

Games Workshop

Store Manager, Columbia, SC

05/2018 - 11/2019

Creating and maintaining an organized, creative, sales-driven environment through excellent interpersonal and communication skills, reaching monthly quota, social media marketing & building relationships with surrounding businesses and customers.

Assistant Manager (Floor Manager)

White House Black Market, Columbia, SC

04/2016 - 01/2017

Supervising associates and customers engaged in sales, responding to customer inquiries and complaints in a professional and timely manner. Developing staff. Competitive pay and monitoring hourly, daily, and monthly goals were required for store success. Inventory. Loss prevention.

Skills

Typing, Computer literacy, Customer service, Sales, Supervising experience, Leadership, Restaurant experience, Microsoft office, Recruiting, Organizational skills

Education

Web development

University of Charlotte- UNC Charlotte, Charlotte, NC

05/2022