

# Kiara Crawford

## **Customer Service Rep./ Sales Representative/Inventory Manager**

Chicago, IL 60629

[klcrawford89@gmail.com](mailto:klcrawford89@gmail.com)

+1 708 237 9102

## Professional Summary

---

Obtain a position as a team-player within a company where I can maximize my skills and experience in a challenging environment with an opportunity for advancement.

Willing to relocate to: Chicago, IL

Authorized to work in the US for any employer

## Work Experience

---

### **Sales Representative/Inventory Manager**

Quality Beauty Supply-Chicago, IL

August 2012 to Present

Establishes, develops and maintains business relationships with current customers and prospective customers in the assigned territory/market segment to generate new business for the organization.

- Makes telephone calls and in-person visits and presentations to existing and prospective customers.
- Researches sources for developing prospective customers and for information to determine their potential.
- Develops clear and effective written proposals/quotations for current and prospective customers.
- Expedites the resolution of customer problems and complaints.

### **Home Health Aide**

Help at Home Inc.-Chicago, IL

March 2020 to April 2024

Assisted with daily in come care for successful and productive livelihood of clients.

### **Front Desk Clerk**

Premier Storage Company-Chicago, IL

September 2008 to August 2011

Premier Storage of Chicago

1. Initiate courtesy call after check-in to ensure guest is satisfied with accommodations as well as offer any assistance.
  2. Anticipate guests' needs, respond promptly and acknowledge all guests, however busy and whatever time of day.
  3. Adhere to all cashiering procedures: open, secure and balance out shift
1. banks to include the verification of all cash, credit card, and check transactions during a given shift.
  2. Maintain a clean; safe, fully stocked and well organized work area.

3. Develop ability to work without constant direct supervision and remain at assigned post for extended periods of time.
4. Maintain a positive attitude and contribute toward a quality work environment.
5. Utilize excellent communication and typing skills which included working with Microsoft Word, Excel, & PowerPoint.

## Education

---

### **Junior (currently) in PreLaw/ Criminal Justice**

Chicago State University - Chicago, IL

August 2016 to December 2019

### **Associates in Liberal Arts**

Richard J. Daley College

2012 to 2014

### **High School Diploma**

William J. Bogan Computer Tech. High School

## Skills

---

- Inventory Control
- Microsoft Office, Word, PowerPoint, Excel (10+ years)
- Inventory Management

## Certifications and Licenses

---

### **Graduate of the International Baccalaureate Program**

Present

Learned of varieties of cultures & diverse neighborhoods & nations. Adapted to certain ways of living temporarily in order to comprehend the people & their cultures