

CAROLINE COOK

Fort Shafter, HI 96858

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Authorized to work in the US for any employer

Work Experience

Sales Associate

HI & Claw Toys and Claw Machine Arcade-Killeen, TX

August 2025 to December 2025

- Cleaned and maintained claw machines
- Sold tokens to customers
- Helped customers trade won pluses for arcade prizes
- Ensured customer satisfaction

Seasonal Sales Associate/Cashier

Bath & Body Works-Knoxville, TN

September 2023 to January 2024

- Sold to customers directly by working with their individualized interests
- Received and packed Buy Online, Pick Up In-Store (“BOPIS”) orders
- Advertised and engaged in marketing strategies,
- Worked as a cashier

Seasonal Sales Associate/Cashier

Bath & Body Works-Knoxville, TN

September 2022 to January 2023

- Sold to customers directly by working with their individualized interests
- Received and packed Buy Online, Pick Up In-Store (“BOPIS”) orders
- Advertised and engaged in marketing strategies,
- Worked as a cashier

Hostess

IHOP-Knoxville, TN

June 2020 to August 2020

- Designated customers to tables
- Kept track of the number of tables each server had
- Served
- Bussed tables
- Stocked supplies
- Took and filled to-go orders

Retail Sales Associate

Education

Phlebotomy (Certificate)

Compassionate Care Technical Center-Knoxville, TN
June 2023 to July 2023

Prerequisites (Some College)

Pellissippi State Community College-Knoxville, TN
August 2021 to June 2023

Some College

University of Tennessee-Knoxville-Knoxville, TN
August 2022 to May 2023

Trade school

High school diploma or GED

Skills

- Automotive tire pressure checks
- HRIS
- Research
- Kitchen experience
- Search engines
- Restaurant Experience
- Cleaning Experience
- Microsoft Excel
- Office management
- Door-to-door
- Vehicle cleanliness maintenance
- Typing
- Creative writing
- Dog handling
- Office experience
- Copywriting
- Optical experience
- Budgeting
- Computer operation
- Spanish
- Cooking
- First aid

- Front desk
- Google Docs
- Laboratory Experience
- Driving
- Medical terminology
- Anatomy knowledge
- Microsoft Word
- Nail care
- Sales
- Venipuncture
- Microsoft PowerPoint
- Phlebotomy
- Dental office experience
- Editing
- Attention to detail
- Group fitness
- Pet care
- Communication Skills
- Math
- Microsoft Office
- POS
- Customer service
- Classroom experience
- Decision making
- Proofreading
- Phone etiquette
- Cash Handling
- Hotel experience
- Deep tissue massage
- Physiology knowledge
- Photography
- Early childhood education
- Guest services
- Microsoft Outlook
- Preschool experience
- Ophthalmology
- Swimming
- Knife skills
- Infant care
- Animal care

- Merchandising
- Computer skills
- Early childhood education center experience
- POS systems
- Organizational skills
- Bilingual
- Public speaking
- Eaglesoft
- Childhood development
- Cleaning
- Medical office experience
- VPN
- Basic life support
- CPT coding
- Vital Signs
- Windows
- Time management
- Retail Sales
- Upselling
- Marketing
- Administrative experience
- HIPAA
- Retail math
- Culinary experience
- Supervising experience
- Babysitting
- Food Service
- Automotive fueling
- Serving Experience
- Experience with children
- Teaching experience with young children
- Dishwashing
- Writing Skills
- Defensive driving
- Working with high schoolers
- Cashiering
- Product demos
- EMR systems
- Grammar Experience
- AI

- Word processing
- Analysis skills
- Housekeeping
- Busser
- AP style
- English
- Pilates
- Food industry
- Animal handling
- Teaching
- B2B sales
- Stocking
- Baking
- Telemarketing
- Childcare
- Hospitality
- ICD-10
- Computer literacy
- CPR
- Daycare
- Grocery store
- Host/Hostess
- SEO
- OSHA
- Basic math

Languages

- English

Certifications and Licenses

CPR Certification

Driver's License

Certified Phlebotomy Technician

BLS Certification

AED Certification

First Aid Certification