



KIRSTIE WILKINSON

kwilkinson.professional@gmail.com – (770) 713 - 7720 – Atlanta, GA

WORK EXPERIENCE

Whole Foods Market

Team Member

- Sanitized and maintained workstations as well as other store equipment
- Trained new employees on proper store procedures
- Memorized over 100 PLU food codes to improve checkout productivity
- Upheld customer service standards during peak traffic and holidays

Delta Community Credit Union

Member Care Agent

- Updated customer information in company database
- Trained coworkers in domestic business practices
- Transferred calls between departments and customers
- Directed new employees on how to behave in stressful situations

Oct 2019 – March 2020
Atlanta, GA

The Peachtree City Dog Walker

Pet Care Manager

- Confirmed dosages, administered medications, and fed pets
- Assessed, recorded, and communicated status of various types of pets
- Proved trustworthiness by house-sitting for pet owners
- Delegated appointments to available employees

Dec 2018 – October 2019
Peachtree City, GA

Solicitor's Office

Victim Advocate

- Interviewed domestic violence victims
- Organized information regarding domestic violence court cases
- Drafted annotations outlining police body videos
- Shadowed seasoned victim advocates during meetings, calls, and court

Aug 2018 – Dec 2018
Newnan, GA

Puppy Tubs

Canine Adoption Prep Trainer

- Managed employee workloads and schedules
- Edified pet behavior with rigorous training regimens and therapies
- Medicated and fed dogs on a schedule

April 2016 – Oct 2016
Peachtree City, GA

Sheridan's Designs Florist

Sales Associate

- Designed bouquets for customers
- Recorded detailed orders about floral arrangements
- Delivered orders to homes and offices
- Instituted sales models to increase revenue

April 2015 – Jan 2016
Senoia, GA

VOLUNTEER EXPERIENCE

Peachtree City Dog Park

- Fundraised for park improvements
- Sold memberships to visitors
- Documented donations and membership

Feb 2017 – Aug 2019
Peachtree City, GA

EDUCATION

Clayton State University

BS Integrative Studies – Cultural Studies & Workforce Leadership
GPA 4.0 – Maintained Dean's List

Graduated Dec 2018
Morrow, GA