[](http://www.kirstiewilkinson.com)[](http://www.linkedin.com/in/kirstie-wilkinson)**K I R S T I E W I L K I N S O N**

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** Oct 2019 – March 2020

Member Care Agent Atlanta, GA

* 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

**The Peachtree City Dog Walker** Dec 2018 – October 2019

Pet Care Manager Peachtree City, GA

* 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

**Solicitor’s Office** Aug 2018 – Dec 2018

Victim Advocate Newnan, GA

* 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

**Puppy Tubs** April 2016 – Oct 2016

Canine Adoption Prep Trainer Peachtree City, GA

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

**Sheridan’s Designs Florist** April 2015 – Jan 2016

Sales Associate Senoia, GA

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

**VOLUNTEER EXPERIENCE**

**Peachtree City Dog Park** Feb 2017 – Aug 2019

* Fundraised for park improvements Peachtree City, GA
* Sold memberships to visitors
* Documented donations and membership

**EDUCATION**

**Clayton State University** Graduated Dec 2018

BS Integrative Studies – Cultural Studies & Workforce Leadership Morrow, GA

GPA 4.0 – Maintained Dean’s List