

Trevor Simonson

12109 Ebb Pointe
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Summary

Efficient and skilled at connecting with people and promoting products. Open and positive communicator with calm and level-headed approach to managing routine needs and meeting special challenges. Experienced in maintaining stock, setting up promotions and merchandising items.

EXPERIENCE

Gforce Karting, Richmond — *Floor Associate*

May 2017 - June 2018

Maintained current store, product and promotional knowledge to drive consistent sales

Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts

Processed payments and maintained accurate drawers to meet financial targets

Provided every customer with professional and polite support for sales and service needs

Answered questions about current promotions and resolved issues according to store policies

Counted cash, made change and stored coupons to keep organized and balanced cash register drawer

EDUCATION

School Name, Mechanicsville, VA — *High School diploma*

2014 - 2018

Took all advanced, AP and IB courses and graduated with a 3.2 GPA and 70th in a class of 400

School Name, Fairfax, VA — *BFA Game Design(current)*

August 2018 - present

Currently attending and ended with a 3.71 GPA and dean's list last fall

SKILLS

Organized

Strong communication skills

MS Office proficient

Invoice processing

Store maintenance

Time management

Resolution-oriented

Staff training and development

Effective team player

High-energy attitude

Excellent multi-tasker

Organizational strengths

Adaptive team player

Flexible schedule

Dependable and reliable

Certifications

NOCTI Programming
Certification-2017

AutoCad Engineering
Certification-2016

Revit Architectural
Certification-2018

LANGUAGES

English(Fluent)

Spanish(beginner)

