

# Rylie Weaver

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## **Summary:**

I'm looking for a position as an Administrative Assistant and beginning a rewarding and promoting career! Especially one utilizing my well- honed organizational and communication skills, while applying my qualified customer service experience, with a company that appreciates a positive attitude and professional work ethic.

## **Education**

Weld Central High School (May 18, 2013)

} Graduated with a 3.0 GPA

} Proficient in Microsoft Office

## **Experience**

Merchandiser (April 01, 2014 – July 01, 2014 )

Global Merchandising Inc. (146 Corporate Way, Pelham, AL 35124)

I mainly catered to the merchandising, and conversion needs of the hardware industry. We would travel to other states, setting up product displays and shelving under strict deadlines, and creating unique solutions to staying organized.

Customer Service Rep. (February 01, 2014 – April 01, 2014 )

Metro Taxi Transportation (5909 East 38th Avenue, Denver, CO 80207)

I answered phone calls from new and existing customers, then entering the customers precise pick up location into the dispatching program, which sends a Taxi to that address. I would wear a head set, so that my hands were free to enter data quickly and efficiently. My main responsibilities at this job was using excellent phone etiquette towards customers, as well as correctly entering in customer data.

Shift Leader (June 05, 2012 – January 01, 2014 )

Subway Sandwich (450 Bromley Ln. Brighton, Co 80601)

Serving customers with friendly and fast service, as well as completing daily cleaning duties, while following strict food and sanitation safety guidelines. I also trained new employees on food formulas, cleaning, and how to interact with customers. My skills in problem solving were used every day at this position. For example; comforting and handling difficult situations with upset customers.

## Skills

} Strong Organization

} Clear and Professional Communication

} I'm Proficient in Microsoft Office Programs

} I have excellent Telephone/ Computer Etiquette

} I work well with others, but I can also be trusted to work alone

} I pay strict attention to deadlines and details in my work