

Kristin Herlihy

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Job Objective: Seeking an entry level position with a company which will enable me to utilize my skills, abilities and experience in the customer service field to ensure the company's success.

Summary of Qualifications:

- B.A. in Liberal Arts and Sciences
- Over 8 years providing outstanding customer service
- Proficient in Windows, Word, Excel, PowerPoint (cross platforms)
- Self-motivated to succeed in any workplace environment
- Leadership and community service skills
- Dependable, punctual, fast learner, positive

Education:

- University of Kansas, Lawrence, Kansas
Bachelor of Arts Degree in Liberal Arts and Sciences, December 2012

Relevant Experience:

- Provide excellent customer service
- Handle complaints and problem solving in the best interest of the customer and the company
- New employee training
- Assist in the management of staff and events
- Manage financial transactions

Employment History:

Server/Manager	Mariscos Restaurant	Lawrence, KS	2012-2014
Caterer	Macelis Catering	Lawrence, KS	2011-2012
Server	Gordon Biersch	Broomfield, CO	2011
Customer Service	Sophia Global LLC	Lawrence, KS	2011
Server/Hostess	Old Chicago	Lawrence, KS	2008-2010
Server/Hostess	Old Chicago	Boulder, CO	2010
Hostess	Old Chicago	Superior, CO	2007-2008
Sales Associate	Abercrombie & Fitch	Broomfield, CO	2007

References:

Nancy Renfro, Mariscos Restaurant, Owner, 785-691-9383

Lisa Wall, Mariscos Restaurant, Manager, 785-840-8420

Nathon Miller, Kelly Services, Staffing Supervisor, 316-648-8426