

# Lindsay Rebecca Moyer

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## Customer Service Representative/Receptionist

Objective: Seeking a rewarding and challenging career in customer service at a growth-oriented workplace where my contributions will help enhance the company's overall productivity and reputation.

## Experience

### **Laugh Out Loud Photography** *Daycare Specialty Photography, Colorado state-wide* **April 2013 to Present**

- Photographer- responsibilities include traveling to center, setting up equipment, photographing children aged 3 months to 6 years, communicate successfully with director/owner and teachers, print photographs and compile portfolios for selling
- Salesperson- responsibilities include setting up a vending table, creating efficient rate sheets, direct sales to parents, using decisive sales techniques, reading and accessing customer's stance, providing a great experience for children and parents, handle cash and credit transactions, compiling sales reports at the end of each week

### **Frankford Hall** *German Beer Garden, Philadelphia, Pa.* **August 2012 to April 2013**

- Host- responsibilities include answering phone calls during business hours, greeting and guiding guests through restaurant experience, setting up for reserved parties and banquets, acting as information liaison for guests, assisting with staff schedule
- Front of House Server- responsibilities include greeting guests at food window, discussing specials or new items, offering answers or suggestions on the menu, up-selling when possible, taking orders, handling financial transactions, working directly with kitchen staff to expedite dishes

### **Klip Collective** *Creative Production Shop, Philadelphia, Pa.* **May 2012 to April 2013**

- Intern- Administrative responsibilities include subbing in for studio manager, answering calls from multi-line phone system, assisting in file reorganization in analog and digital formats, researching for upcoming projects or events, acting as errand runner for entire studio, receiving menu orders and retrieving staff lunch
- Installation support- On day of photo or video shoot, responsibilities include providing models with model release statements and acting as liaison to head photographer to communicate with arriving models, clients or location staff
- Preparing for client arrival in studio includes décor detailing, studio cleaning and reorganizing, providing appropriate snacks and lunch based on client's dietary needs

### **Westminster Phonathon** *Alumni Fundraising Program, New Wilmington, Pa.* **February 2009 to May 2009**

- Call center staff- responsibilities include making cold calls to alumni asking for their continued financial support and sort and prepare newsletter material for mail distribution

## Education

### **Westminster College** **August 2007 to May 2011**

Bachelor of Arts in Media Arts with a concentration in Photography

### **The Art Institute of Pittsburgh** **July 2009 to March 2010**

Studied Photography through Affiliate program with Westminster College

## References

Outstanding References available upon request