

Sean Larkin

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Summary

Highly qualified, detail-oriented and hardworking Manger with more than 2 years of experience. Proficient communications skills and able to handle multiple tasks at once. Expert computing and technology skills including competence in multiple software applications.

Highlights

- Microsoft Office Suite
- Managing multiple priorities
- Handling Phone Calls
- Enthusiastic
- Excellent written and verbal communicator
- Customer service-oriented
- Great Attitude

Experience

February 2012 Dairy Queen Arvada, Colorado
to Manager
Current Responsibilities included, answering phone calls and directing them to owners office or a different store. Composing spreadsheets and word documents to track sales and goals. Managing shifts of more then 8 people while reaching all goals placed on shift. Dealing with customer complaints and specific orders. Handling day to day operations to ensure store runs smoothly.

Education

University of Northern Colorado Greeley, Colorado, United States
Marketing
2 years undergrad completed.