

Alisha Lovell

Fort Collins, CO 80526
lovell.alisha@gmail.com - 970-820-7293

Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Experience Agent- 2

Comcast - Fort Collins, CO -

2017-04 - Present

Answer calls, verify information, over the phone repair for internet, cable, and phone, billing calls, take payments.

Bather

PetSmart - Fort Collins, CO -

2016-08 - Present

Check in clients, book appointments over the phone & in person, bathe dogs

Assistant Manager

Western Convenience - Loveland, CO -

2015-11 - 2016-07

customer service, point of sale and register, paperwork, training, hiring, coaching employees, inputting orders, receiving orders, stocking, cleaning

Creative Strategist

Envoi Creative -

2015-05 - 2016-03

Duties: graphic design, social media marketing, client relations

Associate

Cosmoprof -

2015-04 - 2015-09

Duties: customer service, point of sale and register, product knowledge, cleaning, stocking, merchandising, inventory

Barista

Starbucks -

2014-08 - 2015-04

Duties: customer service, point of sale and register, product knowledge, food and beverage preparation, deep cleaning and upkeep

Sales Associate

Toys R Us -

2014-05 - 2014-07

Duties: customer service, maintaining clean and neat sales floor, point of sale and register, product knowledge

Wedding and Gift Registry Consultant

Macy's -

2013-06 - 2014-03

Duties: customer service, creating wedding and gift registries with couples, building rapport, product knowledge, follow-up with clients via phone and email, maintaining floor samples, point of sale and register

Sales associate

Macy's -

2012-06 - 2013-06

Duties: customer service, maintaining clean and neat sales floor, point of sale and register, product knowledge

Hostess

DJ Coffee Shop -

2011-01 - 2012-01

Duties: customer service, drink orders, knowledge of menu, cleaning, point of sale and register

EDUCATION

Cajon High School

Riverside City College Early Childhood Education Program

ADDITIONAL INFORMATION

Skills:

Computer literate: Microsoft word, Internet engine searching, Excel, Power Point, Making the Grade, Aries, database searching, clientele software, Photoshop

Social media marketing

Light clerical: mass mailing, filing, inventory

Point of Sale, cash handling, balancing registers

Customer service: 7 years of excellent customer service, going above and beyond to make customers my priority

Talents:

Accurate, quick

Punctual, conscientious, dependable, enthusiastic

Learns quickly and requires very little supervision

Well-organized

Loyal