

Alison Flehmer

Customer Service - Tailor

Boulder, CO
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I'm an intelligent, energetic person passionate about working with people and creating positive experiences. I have extensive experience in customer service and am proactive in addressing and resolving problems. Eager to join a dynamic team that rewards initiative and high quality service.

WORK EXPERIENCE

Customer Service

Tailor - February 2014 to Present

Sew Good Alterations/ The Back Tie Boulder, CO (303)-440-0225

Work with customers to repair or alter clothing to the customer's satisfaction.

Pin clothing on customers for tailors to later alter.

Problem-solve to repair or alter clothing the best to our ability.

Carried out minor alterations on clothing

Constantly learning new skills to progress my work as a tailor.

Answer phones.

Measure customers for fittings in suits and tuxedos.

Cleaned the office and work area.

Taking inventory of supplies and ordering from vendors of supplies that are needed.

Worked with two-dimensional patterns or drawings to make it into a three-dimensional form, primarily garments.

Personal Assistant

JLH Interiors - Boulder, CO - July 2010 to October 2013

303)-499-8558

Answered a high volume of phone calls and email inquiries.

Maintained employer's schedule

Ran personal errands such as, dry cleaning, grocery shopping, getting office supplies, etc.

Set up meetings with JLH Interiors clients for my employer.

Maintained the office of JLH Interiors in working order.

Help to get samples to and from vendors.

Booked travel reservations for employer when needed.

Server/Cashier

Qdoba - Fort Collins, CO - June 2008 to May 2010

Demonstrated integrity and honesty while interacting with guests, team members and managers.

Greeted customers and provided excellent customer service.

Maintained high standards of customer service during high-volume, fast-paced operations.

Built loyal clientele through friendly interactions and consistent appreciation.

Assembled food orders while maintaining appropriate portion control.

Reported to each shift on time and ready to work.

Reported to all shifts wearing a neat, clean and unwrinkled uniform.
Strictly followed all cash, security, inventory and labor policies and procedures.

EDUCATION

Bachelor of Science in Anthropology

Colorado State University - Fort Collins, CO

2010

ADDITIONAL INFORMATION

skills

Creative problem solver Flexible

Quick learner Professional and mature

Excellent time management skills Service-oriented

Event planning Strong work ethics

Microsoft Office proficiency Excellent people skills

Social perceptiveness