

Caleb Windholtz

Personal Shopper - Stocking

Panama City, FL 32404

brunell95@gmail.com

850.303.4259

Willing to relocate: Anywhere

Work Experience

Personal Shopper

Stocking

January 2018 to Present

Instacart

Respond to phone calls, emails, and live chat messages

Build outstanding customer loyalty in an innovative, challenging, and fast-paced environment

Proactively look for solutions to problems and reach out to customers about potential issues before they

occur

Work alongside Shopper Happiness on daily operations and best practice sharing

Ran errands, including grocery shopping

Package Handler

UPS

June 2015 to February 2018

Personally loading 4-5 trucks daily.

Lifting packages up to 150 lbs. from head sorter and assembly line.

Sort totes from large packages, small packages and envelopes while making sure assembly

Following packing label to ensure parcels are on the correct trucks

Always following safety guide lines for lifting.

Monthly quizzes about safety, lifting, loading and breaking jams.

Customer Service Representative

Gateway Group One, Northwest Beaches International Airport

February 2014 to March 2015

Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.

Developed reputation as an efficient service provider with high levels of accuracy.

Provided elevated customer experience to generate a loyal clientèle.

Learned, referenced and applied product knowledge information.

Earned management trust by serving as key holder, responsibly opening and closing the office

Tennis Instructor

Self Employed

August 2011 to March 2014

Introduced games and drills, which helped students to better develop their skill levels.
Promoted lifelong skills such as discipline and good sportsmanship.
Increased player strength, agility and game skills through successful practices.
Constructed personalized, individual lessons for both kids and adults

Bluewater Bay Tennis Center

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Niceville, FL

April 2011 to August 2011

Created lesson plans for both group and private lessons. Range of ages from age 4 to adults of varying experience. Lessons typically including eight weeks of instruction per session.
Administered drills and games to make the instruction time fun as well as advancing tennis knowledge, skill, and technique.

Maintained an organized lesson schedule based on Arlington County court time established by First Serve Tennis.

Updated roster and schedule with students on a weekly basis. Informed parents what will be worked on as well as the goal of the lessons.

Ensured students are enjoying the lessons and adapted the lessons based on the needs of the student with the goal that they will continue developing and enjoying tennis for life.

Shop Assistant

Rount Tree Pottery

June 2010 to April 2011

Completed all daily tasks and special assignments with an efficient and quality-driven approach.
Completed all cleaning, stocking and organizing tasks in assigned sales area.
Answered customer telephone calls promptly and in an appropriate manner.
Welcomed customers into the store and helped them locate items.

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