

Caylin Morris

Fort Collins, CO 80528
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9126777167

Punctual, hard working, detail oriented professional with experience in customer service and office work as well as food and beverage industry.

Authorized to work in the US for any employer

Work Experience

Front Office Coordinator/Receptionist

Ashcroft Pet Resort - Fort Collins, CO
November 2019 to Present

- Assisted in scheduling via spreadsheets and multi-circuit phone line
- Created reservations for long term stay of pets including grooming, feeding, play times, and any additional needs
- Assisted in check ins/check outs for customers
- Answered all phone calls and inquiries of day to day operations
- Managed medications and organization of medications for distribution
- Maintained all daily reports
- Balanced a cash drawer

Baker

Eileen's Colossal Cookies - Fort Collins, CO
April 2019 to October 2019

- Managed front counter and took phone orders throughout the day.
- Operated cash register/POS system.
- Baked goods daily to keep inventory stocked.
- Helped with inventory management when needed.
- Assisted with catering and fundraising orders for large events.

Kitchen Staff

Mellow Mushroom - Pooler, GA
October 2017 to April 2019

- Responsible for prepping and making food items to order.
- Ensured food stock was rotated regularly.
- Cleaned and sanitized stations as needed.
- Operated and maintained kitchen equipment.
- Assisted managers with daily and weekly inventory of all food and produce in store.
- Answered phones and customer concerns.

Shift Leader

Insomnia Cookies - Statesboro, GA
February 2017 to October 2017

Responsible for supervising staff and ensuring all tasks are completed.
Answered multiple phones and filled orders.
Performed money counts and made daily and nightly shift deposits at the bank.
Handled all inventory management both by hand and online.
Created weekly employee schedule.
Trained new employees on proper food handling and safety procedures.
Completed all opening duties on day shift and all closing duties on night shifts.

Kennel Technician

Guyton Pet Lodge - Guyton, GA
May 2017 to August 2017

Maintained a clean and safe atmosphere while supervising up to 70 dogs and responding to each dog's individual needs.
Greeted customers and pets upon arrival to facility.
Answered multi phone line for scheduling and complaints or concerns.
Fed and administered medication to boarded pets.
Walked dogs to provide daily exercise.
Performed basic canine grooming such as bathing, ear cleaning, and brushing.
Cleaned and sanitized office, kennels, cages, and indoor/outdoor runs.

Administrative Assistant

Above All Towing - Rincon, GA
May 2014 to August 2016

Assisted in the office with daily paperwork and route creation.
Filed and performed data entry of all assets being received.
Managed lot inventory.
Handled multi circuit phone line for both business and individual calls.
Cleaned and organized office at the end of the day.

Education

High School Diploma

Richmond Hill High School - Richmond Hill, GA
May 2015

Skills

- Team player with a positive attitude
- Effective written and verbal communication skills
- Excellent patience and interpersonal skills
- Physically able to lift 50 pounds
- Ability to multitask in a fast paced environment
- Organizational Skills
- Ability to work independently and prioritize tasks
- Strong attention to detail

- Microsoft Office
- Data Entry
- Filing
- Scheduling
- Food Handling
- Animal Care

Certifications and Licenses

Driver's License

Additional Information

References:

Kevin White - Former Supervisor - 912-330-7133

Russ Deen - Former Employer - 912-772-4025

Jensen James - Former Employer - 912-658-9797

Christie Dec - Former Supervisor - 305-927-8460