

# Chrystal Dondlinger

Looking to expand my work experience and transition from a job to a career.

Little Canada, MN

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Experienced Bartender looking to expand mixology skills and benefit an establishment to the best extent. Motivated Shift Manager efficient in customer relations, sales and inventory control. Demonstrated skill in improving store operations, increasing top line sales and reducing costs. Also having experience in the food industry with serving along with basic experience in assembly and warehouse work, along with basic hospitality service. Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Bartender and Lounge Attendant**

The Bull at Pinehurst Farms - Sheboygan Falls, WI - March 2016 to September 2016

Bartending, Cleaning, Servein duties, and basic restaurant skills.

### **Bartender**

Handlebar Grill and Saloon - Sheboygan, WI - December 2015 to March 2016

Responsibilities

Bartender, Cleaning, Cashier, Customer Service.

### **Sales Representative**

Cutco / Self Employed - Minneapolis, MN - February 2011 to December 2015

Responsibilities

Maintain Sales of Cutlery.

Follow up with customers for reviews, up selling, and progress reports.

Skills Used

Sales.

Customer Service.

Office Organization.

### **Front Desk Shift Lead**

Sleep Inn and Suites - Sheboygan, WI - August 2015 to November 2015

Responsibilities

Front Desk, Laundry, Breakfast Attendent, and Guest Relations.

Skills Used

POS, Customer Service.

### **Sales Associate**

Sally Beauty - Sheboygan, WI - September 2014 to July 2015

Responsibilities

POS System Daily along with retail and customer service basics.

Skills Used

POS System Experience

Customer Service

### **Assistant Manager**

Radio Shack - Saint Paul, MN - June 2014 to August 2014

#### SKILLS

- Accurate cash handling
- Retail inventory management
- Store operations
- Store opening and closing procedures
- Outstanding communication skills

Commission sales

- Team-oriented
- Recruiting and interviewing
- Flexible schedule

### **Retail Associate**

Gymborre Retail Clothing Store - November 2013 to January 2014

-Charlotte Russe November 2013 - January 2014

Delivered excellent customer service by greeting and assisting each customer and addressed customer inquiries and resolved complaints.

-Gymborre Retail Clothing Store 2012-2013 Seasonal

Assisted with stocking, customer service and cashiering. Sales Associate Experience.

### **Store Manager**

Hairpop - Eden Prairie, MN - May 2012 to May 2013

2013 May- Present

Assisted in opening a new store location and assisted in recruiting and training new staff.

Weekly tasks include completing weekly schedules according to payroll policies along with stocking and restocking inventory when shipments were received and reorganizing the sales floor to meet company demands.

\*Since I have been promoted to Assistant Manager the sales in this location have increased almost double the estimated weekly sales total.

\*Since been promoted every new employee has hit a daily total of \$200 with corporate set goals of \$100.

#### EDUCATION

Fond Du Lac Tribal and Community College

2013

Waconia High School - Waconia, MN

2009 to 2012

#### SKILLS

Customer Service, Microsoft, Cashier, and POS System. (5 years), Cleaning Duties (5 years), Bartending (2 years), Sales (5 years), Cooking (Less than 1 year), Manager (3 years), Retail (5 years), Management (2 years)