

# Destiny Sexton

## Customer Service in Selling Signs and Graphics/ Packing and Shipping - Fedex Office

Fort Collins, CO 80521

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Professional, with 5 years small & large business experience to include retail management, cash management, inventory control, billing support, and customer service. Relentless work ethic, solid core values and a constructive attitude. Strong ability to multi-task and a reliable self-starter. A consistently efficient, flexible team member seeking to be a part of a superior team while continuing to grow and learn new skills. Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Customer Service in Selling Signs and Graphics/ Packing and Shipping**

Fedex Office - 2016-05 - Present

o Customer Service, Online File Creation, Production of Signs and Graphics, Packing and Shipping, Retail Management, Cash Management, Customer Collaboration

#### **Sales associate in Garden and Paint Departments**

Home Depot - 2015-03 - 2015-12

o Customer Service, Product Information, Clear Communication, Stocking Product, Timely Service

#### **Sales Associate/ Cashier**

Marshalls - 2014-08 - 2015-02

o Customer Service, Loss Control, Cash Management, Stocking Product

#### **Administrative Assistant for Property Manager of Multi-Family Apartment**

R- Investments - 2014-05 - 2014-08

Complexes, 600 Units

o Rent Collections, Cash Management, Customer Service, Rent Roll, Mail Distributions, Filing, Open and Close, Complaint Management

### EDUCATION

Front Range Community College

2016 - Present

Colorado State University

2015 - 2017

### SKILLS

ILLUSTRATION, ILLUSTRATOR, MARKETING, MICROSOFT OFFICE, MS OFFICE

## CERTIFICATIONS/LICENSES

### **CNA**

2014-09 - 2015-09

Was a CNA for a year or so during my Senior year of high school in between classes.

## ADDITIONAL INFORMATION

- o Communicates clearly and effectively both written and oral
- o Attention to detail and organized
- o Resourceful, reliable, unmatched work ethic
- o Above average understanding of sales practices and procedure
- o Bottom-line minded attitude & work habits
- o Creative problem solver
- o Learns quickly, produces results promptly
- o Effective management, ability to lead by example

### o Computer Skills:

- Windows
- Microsoft Office
- Photoshop/Illustrator
- Website management
- Social Media Marketing
- Individual Company Systems as needed