

Elizabeth McCormick

Greeley, CO

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Experienced customer service and sales associate seeking a challenging and awarding position that will help enhance my knowledge and growth in my success.

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

Sign Craft Industries - Indianapolis, IN - 2016-10 - Present

Filing AP/ AR invoices

Entering AP invoices into system

Greeting Customers

Answering phones- transferring to appropriate person or taking a message

Truck Tracking

Updating spreadsheets

Keep customer information and appropriate documents up to date

Deposits and Collections

Associate Trainer

Panera Bread - Carmel, IN - 2012-03 - 2015-09

Ensured food standards were met, resolved guest complaints in a courteous manner, and worked side by side with staff to train and model appropriate cafe standards.

- Coached employees, documented training records, identified training needs, and utilized

- Meet service standards and ensure the safety and quality of products.

- Provide excellence in customer service.

- Ensure orders are ready to be picked up and/or served on time.

- Keep up on the cleanliness of the cafe.

Tanning Consultant

Sun Tan City - Indianapolis, IN - 2014-11 - 2015-07

Achieve and maintain sales goals daily and weekly.

- Provide excellent customer service.

- Clean and sanitize each tanning bed and room after each use.

- Make clients aware of FDA regulations.

Catering Coordinator

Panera Bread - Carmel, IN - 2014-03 - 2014-10

Maintain and focus on the growth of catering sales within the cafe and Panera Bread Company

- Market in town and surrounding areas

- Ensure quality of food and prepare food in a timely manner

- Guaranteed orders to be ready for pick up on time and/or delivered

- Participated in conference calls once a week and focused on how to keep sales growing

- Once a month had "Sales Blitz, " reached out to previous customers and potential Customers
- Keep records in database from every client that places an order
- Made confirmation and follow up calls
- Flexible hours, professional setting

Customer Service

Bed Bath & Beyond - Carmel, IN - 2011-06 - 2012-02

Provided excellent customer service, made sure customer was satisfied with their

- experience.
- Checked out customers, worked on POS system, handled cash/ credit card check outs.
- Helped customers find any products they were searching for.
- Placed on line orders for customers.
- Put away freight nightly.

Cashier, Food Runner

McAlisters - Fishers, IN - 2009-04 - 2011-06

Provided excellent customer service.

- Consolidated orders and served to customers.
- Worked on POS system, dealt with cash/ credit card transactions.
- Refilled drinks and worked dining room.

Catering

- Catered on weekends.
- Flexible hours.
- Put orders together and delivered

EDUCATION

Associates in General Studies

Ivy Tech Community College - Indianapolis, IN

2011 - 2013

Westfield High School - Westfield, IN

2007 - 2011

SKILLS

Customer Service, Microsoft Office, Receptionist, Data Entry, Quickbooks