

Vivian Runyon

I am a loyal, honest, and hardworking. Authorized to work in the US for any employer

Savannah, GA 31419

viviandrnyonra3sm_mmt@indeedemail.com

+1 912 655 9884

- Front Desk
- Pricing
- Retail Sales
- Store Management Experience
- Shipping
- Receiving
- Quality control
- Materials handling
- Weighting materials
- Loading, Unloading
- Microsoft Excel
- Customer service
- Assistant Manager Experience
- Cash Handling
- Payroll
- Insurance verification
- Phone etiquette
- Makeup Application
- Fork Lift operator

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Work Experience

Processing and Material Handler

workforce port logistics - Savannah, GA

September 2018 to Present

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- Cash Handling
- Payroll
- Insurance verification
- Phone etiquette
- Makeup Application

Manger/Stylist/Assist. Manager/Team Leader

Carolina Color and Cuts

December 1995 to March 2017

used to be Fantastic Sams)

I answered the phone, made appointments, greet clients, did payroll, kept inventory and priced retail and place on the shelves.

Education

bachelor's degree in service management

South University_Savannah Online - Salt Lake City, UT

Present

Skills

- Hair Styling
- Medical Scheduling
- Merchandising
- Computer Skills
- Management
- Data Entry
- Serving Experience
- Personal Assistant Experience
- Microsoft Word
- Materials Handling
- Phone Etiquette
- Pallet Jack
- Sales
- Makeup Application
- Retail Management
- Shipping & Receiving
- Warehouse experience
- Driving
- Order Picking
- Pricing
- Retail Sales

- Cash Handling
- Assistant Manager Experience
- Store Management Experience

Certifications and Licenses

Cosmetology License

March 2023