

Sarah Glader

Product Quality Co-worker - IKEA

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Work Experience

Product Quality Co-worker

IKEA - Centennial, CO

October 2016 to Present

- Confirms the receipt and Condition of Returned Product to the Store
- Efficiently works to Recover Product to a "Like New" Condition
- Prices, used and damaged product Reasonably to be sold in the As-Is section
- Safely Builds A variety of Furniture Following Instructions
- Utilizes Previous Store Position Knowledge to Improve Department Workflow

Merchandising Basics Co-worker

- Accurately faced, labelled and displayed product to spur customer product knowledge
- Kept up-to-date knowledge of current product range and location
- Proactively prepped the floor for new and existing product deliveries
- Ensured a safe and clutter free work environment

Cook shop Co-worker

- Offered creative suggestions for furnishing solutions for customers
- Provided accurate product information to team members, cash lane, and customers by phone and in person
- Created and maintained displays and product information
- Sustained knowledge of current product range and features
- Proactively prepped the floor for new and existing product deliveries

Overnight Concierge, Administrative

Balfour At Riverfront Park - Denver, CO

October 2014 to August 2019

- Provides individualized support to all residents and guests
- Acts as a liaison for staff, residents, guests, vendors and events
- Standardized procedures for the front desk staff
- Recognized the need for and proactively created the concierge training manual
- Initiated development of Emergency Contact process for the community
- Expertly manages Microsoft programs to create a variety of signs, forms, flyers and documents (Hard Copy and Digital)
- Provides up-to-date knowledge of all life enrichment events and times
- Schedules and arranges transportation for a variety of resident trips
- Creates awareness of potential safety risks to residents, monitors and responds accordingly

Barista, Cashier

Peets Coffee and Tea - Centennial, CO

October 2013 to October 2016

- Mastered knowledge of all drinks, beans, teas and equipment to prepare and serve drink orders adhering to company quality standards and customer requests
- Stocked the bar fridges and floor with FIFO product, removed expired or questionable product from use, adhered to health standards to maintain a safe food and work environment
- Ensured store front was stocked fully always, checked packaging for freshness and dates

Planogram Trainer / Customer service /Logistics/ Planogram/ Pricing/ Backup cashier

Target - Centennial, CO

October 2011 to September 2014

- Responded to customer requests and questions
- Safely unloaded the shipment truck, accurately stocked the shelves with product
- Set the shelves to appropriately fit the designated products, signing, fixtures and displays
- Examined price signs and labels for accurate and most current information, removing expired or discontinued product from the floor
- Mentored new team members in a variety of areas of expertise

Pottery Studio Assistant

Color Me Mine - Greenwood Village, CO

April 2011 to October 2013

- Educated customers about the pottery painting process to create their own unique piece of art
- Coordinated loading, firing and unloading kilns to prepare items for pickup in a timely manner
- Produced classes, workshops and summer camps for a variety of ages and skills
- Managed sales up to \$1000 daily

Head Pastry Chef / Cake Decorator

C'est Chic Cupcakes - Greenwood Village, CO

January 2009 to September 2011

- Baked and decorated cakes, cupcakes and assorted bakery products
- Consulted with clients for wedding and private event orders in person and by phones
- Cleaned and sanitized all work areas in the kitchen, adhering to food safety standards
- Handled sales up to \$2000 daily
- Managed weekly inventory, ordering of product and specialty items, investigating and pricing new and existing vendors
- Data entry and invoicing, with proficient use of Word, Excel, PowerPoint, POS systems.
- Trained staff and interns to ensure C'est Chic quality of batters, frostings and decorations

Assistant Manager

Beadniks - Highlands Ranch, CO

July 2007 to March 2010

- Researched, created and coordinated special events
- Trained new employees to maintain consistency in jewelry finishing techniques
- Data entry of accurate inventories and invoices while searching and pricing new and existing vendors

- Held opening and closing responsibilities of the store and registers and deposits
- Consulted with clients and assisted in the creation of unique jewelry designs

Education

Associate of Applied Science in Baking and Pastry

Art Institute of Colorado

June 2010