

Sierra Graywolf

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Work Experience

Lead Key-Holder

Plato's Closet - Fort Collins, CO

October 2017 to Present

Opening and closing tasks including: counting cash drawers, preparing deposits, posting daily sales goals, and preparing feature items for our social media.

- Responsible for taking deposits to the bank, and making change orders when needed
- Providing excellent customer service with a positive attitude
- Supervised employee's day to day tasks, and provided feedback for employee improvement
- Managed inventory purchases

Seasonal Sales Associate

Plato's Closet - Fort Collins, CO

October 2018 to January 2019

Described products to customers regarding information about the vendors and item care

- Daily and weekly cleaning tasks
- Opening and closing tasks
- Handled the acceptance of delivered packages, checking and ensuring proper product type and amounts while unloading merchandise
- Restocked inventory during the busy holiday season

Sales Associate-Buyer

Plato's Closet - Fort Collins, CO

January 2016 to September 2016

Closing tasks including: vacuuming, straightening and putting all inventory away

- Providing excellent customer service with a positive attitude
- Managed inventory purchases

Education

Fossil Ridge, Fort Collins - High School

August 2013 to May 2017

Skills

- Customer service
- supervising and delegating tasks

- communication skills
- customer conflict resolution
- can handle work under pressure
- time management
- problem solving
- initiative
- dependability
- attention to detail.
- Inventory Control
- Merchandising
- POS