

Tristan Miller

South Saint Paul, MN
tristanmiller23@gmail.com - (651) 6004929

To obtain a career position with a company that allows room for advancement, growth and opportunity. Utilize present skills that lead to increase in company requirements.

Qualifications/Office Skills

- Strong customer service, and excellent communication skills
- Type 65 wpm, 10 key, Alpha/ numeric data entry
- Attention to detail, strong problem solving skills, excellent computer skill
- Effective in a team environment and independently

WORK EXPERIENCE

Direct Support Professional

Restart Inc - Minneapolis, MN - May 2013 to Present

Assisting vulnerable adults. Taking them to and from appointments, helping with financial and personal decisions. Help meet and plan goals. I also pass meds, and cook or help prep/prepare daily meals. Assist with chores and many other needs to help better themselves to become more dependent.

Shift Supervisor

Caribou Coffee - August 2006 to Present

Cash handling, customer service, order taking, problem solving and also shifts leads. Ensure that each customer receives outstanding service by providing a friendly environment, which includes, greeting and acknowledging every customer, maintaining outstanding standards. Solid product knowledge and all other aspects of customer service. Also prepare store for daily operation.

Cashier/Cook

Arby's - Brooklyn Park, MN - May 2005 to June 2006

Performed monetary transactions, prepared facility for daily operation, cooked and prepared meals for customers. Ensure that each guest receives outstanding service by providing a friendly environment. This includes greeting and acknowledging customers.

Sales Associate

Forever 21 - Brooklyn Center, MN - July 2004 to May 2005

Cash handling, customer service, greeting and acknowledging customers. Assisting customers with clothing selections, restocking shelves. Also daily opening and closing duties.

(Any gaps between employment due to schooling and training)