

Andrew Meek

Business Analyst, Entrepreneur, Customer Service

Denver, CO

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WORK EXPERIENCE

Sales Associate

Local Charm: a Denver Jewelry Studio - Lone Tree, CO - December 2013 to Present

Responsibilities

Meet and exceed target sales on daily basis. Average daily sales approx. \$2,000

Meet, greet, and satisfy multiple customers while delivering the customer with a quality product.

Accomplishments

Raised company from down -\$10, 000 in sales ytd to now only down -\$6, 000. Will not allow company to fail in meeting sales requirements

Skills Used

Multitasking

Customer satisfaction

Meet sales requirements

Cashier

Accounting on closing shifts

Inventory Manager

Steve Madden - Broomfield, CO - March 2013 to August 2013

Manage stock room merchandise

- Prioritize, organize, and responsible for daily shipments

Bartender/Barback

Swift Bartending - Los Angeles, CA - May 2010 to August 2011

Regulated and allocated bartender priorities from stocking behind the bar to floor containment

- Supported and executed in management protocols that delved in financial, inventory, and alcohol sales
- Responsible for setting and breaking down bar atmosphere based upon theme of event

Cashier and Food Handler

La Gordida Grande Taco Shop - Del Mar, CA - May 2009 to August 2009

Provided efficient customer service to patrons at the San Diego County Fair

- Took all food orders and handled all financial transactions
- Responsible for closing operations, including cash drawer

Server Assistant

Leucadia Pizzeria - Encinitas, CA - June 2006 to October 2007

Greeted customers and assisted server in rudimentary tasks

- Cleared tables and maintained a sanitary restaurant environment
- Closed and locked, and responsible for restaurant closing

SKILLS

- Customer Satisfaction
- Financial Analysis and Forecasting
- Business Valuation
- Time Management
- Proficient in Excel, Powerpoint, and Microsoft Word
- Inventory Management
- Basic Spanish, French

EDUCATION

Bachelor of Science in Business Administration

UNIVERSITY OF COLORADO AT BOULDER-Leeds School of Business - Boulder, CO
December 2012

SKILLS

customer satisfaction, financial analysis and forecasting, business valuation, time management, proficient in Excel Powerpoint and Word, inventory management, basis spanish, basic french