

Mary Smith

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Objective	An entry-level office or customer service position
Education	Cosmetology Degree <i>February 2004</i> La'James International College, Davenport, IA Related course work: Shear Success-Stylist Associates Degree: Office Administration <i>August 2002</i> Kirkwood Community College, Cedar Rapids, IA Related course work: Principal Financial-Financial Assistant Texas Roadhouse-Marketing Manager and Public Relations
Skills/Abilities	Customer Service <ul style="list-style-type: none">• Worked Customer service counter at Menards for 4 years. Worked with customer complaints, sales and returns.• Greeted all first time guests at Texas Roadhouse. Worked with the community on organizing events for the restaurant.• Work in a very personable environment doing hair and working with clients on a day to day basis.• Was a merchandise locator for Dillard's finding items for customers all day using the computer, managing a filing system and calling customers and other stores. Sales <ul style="list-style-type: none">• Worked with meeting a monthly sales goal at La'James College.• Worked with an everyday store goal and personal sales goal working for Clinique. Communication <ul style="list-style-type: none">• Work with the public on a day to day basis with all past jobs• Took several communication classes at Kirkwood Community College, as well as La'James College Special Skills <ul style="list-style-type: none">• Knowledgeable in Word, Excel and Power Point• Strong Communication Skills working with the public everyday
Experience	Stylist , Shear Success, Muscatine, IA (<i>April 2005- current</i>) Sales, Merchandise Locator , Dillard's, Coralville (<i>February 2004 - March 2005</i>) Server, Marketing, Texas Roadhouse, Davenport (<i>February 2002 January 2003</i>) Customer Service, Menards, Muscatine, Cedar Rapids (<i>March 1998 – June 2002</i>)