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|  |  | Ashley Nicole Turner  4125 Hickory Cir Jonesboro, AR 72401  T: (832)-289-2259 E: sweetnicole\_2007@hotmail.com |
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| Objective |  | Organized, independent worker with strong time-management skills looking for an opportunity to work at an entry-level position in a healthcare environment. I plan to attend school and further my career in healthcare. |
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| Experience |  | Startek October 2011- CURRENT Customer Service Representative in training Sam’s Club August 2007 – September 2011 Jewelry Sales Associate – Responsibilities included: Jewelry layout changes, showing jewelry to customers, making special orders, customer service, returns and exchanges, cleaning the jewelry cases, locking up the jewelry for closing, placing new items out for sale, receiving jewelry, inventory, and jewelry claims.  Check out supervisor – Responsibilities included: scheduling, customer service, performing write-ups, motivating cashiers, accounting, opening and closing the facility, training new associates, and muti-tasking.  Night Merchandiser – Responsibilities included: maintaining stock levels, inventory, checking back-stock, signage, and cleaning duties. Barnhill’s September 2006 – August 2007 Cashier – Responsibilities included: cashier, customer service, and cleaning duties. Popeye’s March 2005 – May 2006 Floater – Responsibilities included: cooking, food preparation, packaging order, taking food orders, cleaning and washing dishes. |
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| Education |  | Nettleton High School Graduated 2007 |
|  |  | Arkansas State University Attended 2009 |
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| Skills |  | Communications -- Good written and verbal presentation skills. Use proper grammar and have a good speaking voice.  Interpersonal Skills -- Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.  Flexible -- Willing to try new things and am interested in improving efficiency on assigned tasks.  Attention to Detail -- Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time. |
|  |  | Customer Service -- Routinely handled as many as 500 customer contacts a day (10,000 per month) in a busy retail outlet.  Cash Sales -- Handled more than $2,000 a day ($40,000 a month) in cash sales. Balanced register and prepared daily sales summary and deposits.  Reliable -- Excellent attendance record  Computer skills – Self learner and proficient in Microsoft Office. |