

Lindsey Garrett

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***I am:** highly motivated and very hard-working. A people person, I am easy-going and work well under stress. By nature, I'm a self-motivated, creative thinker that learns quickly while able to efficiently multi-task. My cheerful disposition keeps me optimistic and uplifting while remaining dependable and productive.*

SKILLS

- Office – data entry, technology systems like Microsoft Office, order processing
- Service – customer service, client relations, vendor management
- Marketing – branding, goal-driven sales, secret shopping
- Management – recruiting, hiring and managing staff, training and onboarding
- Technical fluency – Microsoft Office (Word, Excel, PowerPoint, etc.), POS systems (Aloha, Micros), Adobe Acrobat

EXPERIENCE

Discovery Preschool, Chef

(2018 – present)

Prepare breakfast lunch and snack for over 90 students. Being knowledgeable on students' allergies and restrictions. Keeping an inventory of pantry and fresh food items.

FedEx Office, Production Specialist

(2016 – 2018)

I was responsible for production of print jobs large and small. I collaborated with guests and helped them produce printed documents that fit all of their needs. I also ran the pack and ship division of the store where I had to process shipments.

Perricone MD, Event Specialist

(2016)

I helped drive sales and increase product knowledge among customers at Sephora, Nordstrom, and Ulta stores across the Los Angeles and Orange County area during large scale events. I gave product demos, makeovers, and distributed samples.

AMCI Fiat, Product Specialist

(2015)

I put my extensive product knowledge to use at large events and dealership launches as well as part of the exclusive two member LA street team where we reached out to potential customers and let them fully experience our selection of vehicles. I helped set leads for local dealerships and made sure prospective clients in the market for a new vehicle were pointed in the right direction and well cared for.

Multiple companies, Brand Ambassador

(2012 – 2015)

Mktg Inc., Progressive insurance, Intl Motorcycle Show, Progressive RV & Boat Show, Metro PCS, Mountain Dew Kickstart, The Kentucky Derby, Nike Training Club LA, Rolex, Harris Corp.

Cosmo Model & Talent Agency, Assistant/Receptionist

(2010 – 2012)

I recruited models and went to events and high traffic areas to distribute agency information. I also acted as an assistant to the main talent manager by answering phones, filing paperwork, setting appointments, and greeting models as they entered the agency for photo shoots or meetings.

The Buckle, Sales Associate**(2007 – 2008)**

I provided a friendly, helpful atmosphere for customers and maintained a well-organized and visually appealing store. I did inventory, tagged new products and worked cash registers. I topped the charts when it came to sales in our store and the region. This commission based position was a great introduction to my future, sales-driven jobs.

Smuthiland, Customer Service Outreach**(2014 – 2015)**

I worked at a "pay what you want" / "giftivism" philosophy smoothie shop. We made fresh pressed juice, smoothies, Dehydrated goods, as well as gluten-free baked goods. We provided nutritional counseling and customized juice cleanse programs. I worked as a shift lead & trainer. Duties included prepping fruits and vegetables, making juice and smoothies, baking gluten-free goods, as well as consulting customers on their personalized juice cleanse program. I helped to develop marketing strategies and social media posts.

EDUCATION

Indiana University Southeast, Business & International Marketing**(2013 – 2014)****University of Louisville, Business Marketing****(2009 – 2011)**

REFERENCES

Available upon request