

# Aniya Smith

## **AMBITION DRIVEN**

United States

[asmith316@sycamores.indstate.edu](mailto:asmith316@sycamores.indstate.edu)

3467623635

Energetic, personable, organized and sales-oriented individual.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **CEO and Founder**

LUXE Undisclosed Collections and Travel

October 2020 to Present

Exclusive Collections, Travel & Experiences

### **Customer Service Manager**

Walmart - Terre Haute, IN

January 2019 to March 2020

Hired on as a cashier but was promoted to supervisor within a day.

Responsible for making sure the front end of Walmart runs smoothly.

### **Intern Desk Receptionist/ A&R**

Waxtrackz - Fort Wayne, IN

July 2017 to November 2019

Receptionist and Owner's Personal Assistant

Assist Artist

Run Errands

Meeting Scheduling

Event Planning

Marketing

Interior Decorating

### **Call Center Representative**

Teleperformance - Fort Wayne, IN

January 2018 to August 2019

## **Office Administration Internship**

Atterbury Job Corps - Edinburgh, IN

August 2018 to December 2018

- Filing
- Creating presentations/business memos
- Business math

## **Team Member**

Carmike Cinemas

May 2015 to June 2016

- Sales
- Cashier
- Cleaning
- New hire training

## Education

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### **Some College in Political Science and Negotiations**

Indiana State University - Terre Haute, IN

January 2018 to December 2020

### **High School Diploma**

Heritage Junior High School - Monroeville, IN

August 2012 to December 2015

## Skills

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- DATA ENTRY
- BUDGETING
- EXCEL
- Office 365
- Office Admin
- Front Desk
- 10 Key Data Entry
- Interior Design
- Personal Assistant Experience
- Office Management
- Event Planning
- Management
- Branding
- FILING (Less than 1 year)
- Presentation Skills
- Marketing

## Certifications and Licenses

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### Driver's License

#### Assessments

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##### **Scheduling — Highly Proficient**

June 2018

Measures a candidate's ability to cross-reference agendas and itineraries avoid conflicts when create schedules.

Full results: [Highly Proficient](#)

##### **Filing & Organization — Highly Proficient**

June 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

##### **Customer Focus & Orientation — Proficient**

August 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

##### **Customer focus & orientation — Proficient**

August 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

##### **Customer service — Expert**

September 2020

Identifying and resolving common customer issues

Full results: [Expert](#)

##### **Sales skills — Highly Proficient**

August 2021

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

##### **Outside sales — Proficient**

September 2020

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### SKILLS & CERTIFICATIONS

- Data entry
- Typing
- Filing
- Microsoft PowerPoint 2016
- Microsoft Word 2016
- Microsoft Excel 2016
- 10- key calculator
  
- Business Math
- Budgeting