

Madison Skulstad
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1010 Roxbury Ct Hanover Park Illinois, 60133

PROFESSIONAL SUMMARY

Reliable and punctual individual who is able to handle a fast-paced work environment with a proven willingness to take on any task to support a team and assist in helping a business succeed. Flexible with the ability to adapt quickly to new and urgent requests and/or policies. Understands that importance of strong communication skills to develop & maintain relationships with coworkers & customers.

EXPERIENCE

Topgolf

Bayhost/Server

Schaumburg, IL

October 2018 - Current

- Recited the menu to offer food and drinks & provided information/accommodations for any allergies or concerns
- Supervised multiple tables while building a rapport with each individual guest
- Coordinated and hosted event parties ranging from 12 to 100 guests
- Observed guests to ensure safety at all times
- Assigned roles and check over the associates at the end of a shift while working as a shift lead
- Communicated with upper management regularly, especially when incidents occur

Fossil

Sales Associate

Schaumburg, IL

June 2019 - December 2019

- Promoted Fossil's watches, handbags, and jewelry through excellent customer service
- Greeted customers, guided them through the products, answered questions, and made sure guests had a pleasant experience

Trend Building Services

Project/Training Manager

Schaumburg, IL

March 2018 - March 2019

- Hired as a project manager by Trend Building through Starbucks corporate to take inventory of their equipment
- Measured each site's windows, square footage, and table count
- Gathered information to give to Starbucks through structured survey to review if the location needs renovation
- Developed professional communication skills through all occurrences that arose
- Trained other associates on how to complete and submit surveys to each business
- Filed and completed billing services for Trend Building Services

SKILLS

- Communication
- Office Apps
- Customer Relations
- Organization
- Leadership
- Active listening