
Elle Simek

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SKILLS

Customer service

Retail Sales

Restaurant Hospitality

Problem Solving

Multi-Tasking

Social skills

EXPERIENCE

Milk Money Brewing, LaGrange, IL

Hostess - 12/15/2020 – 10/28/2021

- Seat people at tables with menus, silverware, glasses, and water jugs
- Answer phones, accept reservations
- Perform cleaning duties
- Compile takeout orders
- Clean windows

Abercrombie & Fitch, Oakbrook Center Mall, Oak Brook, IL

Brand Representative - 10/28/2021 – 03/25/2022, 12/09/2023 - 1/10/2024 (christmas break)

- Retail Sales and customer service
- Fulfilling online pickup orders for customers
- Ringing customers up at the cash register - POS order processing
- Processing customer returns
- Placing online orders for customers
- Working fitting rooms - sizing and styling
- Folding and restocking clothing
- Light cleaning such as dust mopping, trash, wiping down surfaces & windows

Manager - Lyons Township Boys Varsity Volleyball team

2019-2022

- Set up and take down equipment
- Communicate with players about positioning
- Track player stats
- Communicate between Coach and players
- Attend games and tournaments

La Grange Country Club, LaGrange, IL

Cafe server - 03/25/2022 – 08/07/2022

- Take orders at a computer for members
- Compile orders and serve to cafe and bar
- Perform cleaning duties
- Answer phones
- Fill inventory

- Make ice cream and smoothies
- Serve banquets and large parties

College of Charleston, Charleston, SC

Athletics Department Intern - 08/2022 - current

- Work cameras for D1 basketball and volleyball
- Run stats reports for D1 teams
- Work game day operations for D1 teams
- Work on graphic design for D1 teams
- Upload on twitter and instagram for D1 teams

Aerie, Oakbrook Center Mall, Oak Brook, IL

Sales Associate - 12/09/2022 - 01/10/2023

- Retail Sales and customer service
- Fulfilling online pickup orders for customers
- Ringing customers up at the cash register - POS order processing
- Processing customer returns
- Placing online orders for customers
- Working fitting rooms - sizing and styling
- Folding and restocking clothing
- Light cleaning such as dust mopping, trash, wiping down surfaces & windows
- Completing inventory

Lifetime, Oakbrook Terrace, IL.

Cafe Server - 04/2023 - currently employed (summer job)

- Served customers poolside
- Made non-alcoholic beverages
- Stocked items
- Cleaned Dishes
- Mopped and swept
- Worked cabana events
- Picked up laundry and towels
- Took out trash
- Work different systems

The Restoration Hotel, Charleston, SC.

Hostess - 11/2022 - Current

- Seat customers with menus
- Bus tables
- Pre set tables with silverware and plates
- Work different systems
- Assign tables to service staff
- Complete takeout orders
- Deliver room service to hotel guests
- Answer phones

EDUCATION/EXTRACURRICULARS

Lyons Township High School, LaGrange, IL 60525

August 2018 - May 2022

- Cumulative GPA 4.2
- Honor roll for 6 consecutive semesters
- Reporter/Photographer for LION Newspaper
- Volunteer member of Best Buddies supporting individuals with intellectual and developmental disabilities
- LTHS Girls Volleyball team (2018-2021)
- New Wave Volleyball Club (2016-2020)

College of Charleston, 66 George St, Charleston, SC 29424

August 2022 - May 2026

- Communications major
- Marketing minor
- Media intern for athletic programs
- Women's Club Volleyball team - social chair for the board
- Men's Club Volleyball team coach

REFERENCES

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