

# Kevin Clerge

Queens, NY

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## Work Experience

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### **Front Desk Associate**

Message Envy - Concord, NC

February 2023 to Present

Here I provided outstanding customer service by greeting clients upon arrival, scheduling services, answering phone calls, addressing questions and concerns, protecting client confidentiality, and maintaining a safe and therapeutic environment for everyone in our location.

### **Assistant Football Coach**

CC Griffin Middle School - Concord, NC

Present

Assist in player and youth development.

### **Sales Clerk/Cashier**

QuikTrip - Concord, NC

May 2022 to August 2022

I Provided quality customer service, complete assigned Up Keep/DAW tasks and meet operating standards by complying with and supporting QT Policies & Procedures, QT Purpose and Core Values, Standards of Store Operations, and all QT programs, at the direction of the Store Manager.

### **Dietary Aide**

East towne Assisted living - Charlotte, NC

April 2021 to July 2021

I Assisted with meal preparation, dining room assistance, dishwashing, and cleaning of the kitchen. Assists in the kitchen area prior to, during, and after meals are served to the patients, staff, and community patrons.

### **Sales Associate**

Great Wolf Lodge - Concord, NC

October 2020 to March 2021

I Provided customers with lasting memories by assisting in the sale of memorabilia and other products. I assisted customers while maintaining the cash register, ringing sales, processing returns, and closing out the register.

### **Sales Associate**

PacSun - Charlotte, NC

September 2020 to October 2020

I provided customer service. While completing Additional duties included ringing up transactions, answering questions about products, services, and store merchandise, and ensuring customer satisfaction.

## Education

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### **Undergraduate in Business**

Limestone College - Gaffney, SC

July 2021 to Present

### **High school diploma or GED**

Central Cabarrus High School - Concord, NC

August 2017 to Present

### **High school diploma**

## Skills

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- Cashiering
- Organizational Skills
- Retail Sales
- Sales
- Cash Handling
- Customer Service
- Merchandising
- Computer Skills
- Driving
- English
- Driving
- Customer service
- Front desk
- Delivery driver experience
- Van driver
- Box truck
- Janitorial experience
- Communication skills
- Sports coaching

## Certifications and Licenses

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### **Driver's License**