

Carrie L. Mitchell

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Objective: To find an entry-level position with opportunity for career development and advancement.

Professional Experience:

Independent Beauty Consultant
10/2009 to Present

Mary Kay – Belvidere, IL

- hosted open house events to hold sales presentations. H
- sponsored booths at the home shows, the malls and the holiday walks. S
- made deliveries to the clients to ensure their needs are met. M
- made phone calls to follow up on client satisfaction. M
- managed product inventory to ensure supply for sale. M

Key Carrier

11/2007 to 01/2008

Kitchen Collection - Cherryvale, IL

- open & close the store several times per week. O
- maintained a perfect balance of the sales drawer daily. M
- make bank deposits on a daily basis M
- managed the product inventory flow including product location layout and pricing adjustment. M
- answer customer service calls A
- focused on customer service by directing the customers to products based on their needs. F

Price and Presentation Associate
03/2007 to 08/2007

Target - Machesney Park, IL

- managed the product inventory flow including product location layout and pricing adjustments. M
- developed floor plan for product layout based on company directed schedule. D
- focused on customer service by directing customers to various departments and addressing their needs face to face. F
- answered customer service calls to address concerns. A
- utilized basic computer functions such as email, internet-Target internal software, and Microsoft Word. U

Price and Presentation Associate
03/2001 to 03/2007

Target - Dekalb, IL

- managed the product inventory flow including product location layout and pricing adjustments. M
- developed floor plan for product layout based on company directed schedule. D
- focused on customer service by directing customers to various departments and addressing their needs face to face. F
- answered customer service calls to address concerns. A
- utilized basic computer functions such as email, internet-Target internal software, and Microsoft Word. U

Retail Merchandise Sales Associate
10/2000 to 03/2001

Fashion Bug - Dekalb, IL

- balanced money drawer each day as a cashier. B
- met sales goal in retail setting including selling retail credit card. M
- managed floor plan layout of merchandise. M
- worked with team to minimize merchandise theft. W

Education:

Rock Valley College – currently pursuing associates degree

Rockford, IL

References: Available upon request