

Carlee Clark

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Education

Bachelor of Science Degree in Business Management Expected Grad. June 2029 University of Nevada, Reno

High school Honors Diploma

Experience

Hollister - Reno, Nevada

December 2023-Present

Role: Sales Associate

- Monitored and managed clothing inventory to check the stock of items
- Created visually appealing displays that maximize sales and customer engagement
- Operated the cash register to process customer purchases, returns, and exchange accurately
- Performed opening and closing duties, including cleaning, organizing, and securing the store

Longboards Pizza- Reno, Nevada

March 2024-Present

Role: Team Member

- Handled payments at the register, greeted and handled customers with correct customer service, and took orders
- Prepared menu items and pizzas ensuring quality and consistency
- Managed take out orders to guarantee timely service
- Maintained cleanliness throughout the kitchen by following food safety and sanitation standards
- Worked in a fast pace environment with a team to provide courteous and speedy service during busy hours

The Spa and Sauna Company - Reno, Nevada

August 2024-Present

Role: Administrative Assistant

- Managed customer and employee files with confidentiality
 - Provided customer service by handling clients questions
 - Aided with keeping an organized workspace and restocking essential supplies
 - Created schedules for employees and appointments
 - Managed customer inquiries to secure customer satisfaction
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Skills

- o Food Safety Certification from the State of Nevada
- o Career Readiness Certification from the State of Nevada