Sara Lockmiller

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| **CAREER OBJECTIVE:** | I am looking forward to having an opportunity to apply my personal and educational skills in a professional business environment. |
| **EDUCATION:** | Two Semesters at Ozark Technical Community College  I am currently working towards a degree in Accounting and Business Technology (double major) |
| **SPECIAL SKILLS:** | I am competent in Word 2007 and 2010, Excel, Access, and Power Point.  I have working knowledge of social media i.e., email, blogs, and wiki.  I am able to type 60 WPM and use 10-Key. |
| **HONORS AND ACTIVITIES:** | Recommended for Honors Program at Ozark Technical Community College in first semester  Made Dean’s List at Ozark Technical Community College |
| **WORK EXPERIENCE:** | I have worked in the same field for 13 years (convenience stores).  I have experience in   * **Inventory**-I ordered merchandise and supplies for the store, checked for out-of-date products, and did routine counts of merchandise to ensure merchandise matched sales * **Customer Service**-I handled an average of 300 customers a day. I established rapport with customers to ensure prompt service and to meet customer’s needs. I assisted unsatisfied customers and secured their return business. * **Multi-Tasking-**I was able to perform multiply projects between assisting customers, and my job requirements were done in the time schedule set by my manager. * **Training-**I trained new employees, and assistant managers for our entire chain of stores. Also, I trained existing employees in new procedures, programs, or devices. |
| **REFERENCES:** | Letters of recommendation from professors, managers, and co-workers are available upon request |
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