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 CollegeI 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 semesterMade 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 I have experience in* **Inventory**-I ordered merchandise and supplies for the store, checked for out-of-date products, and did routine counts of merchandise to ensure merchandise matched sales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.

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| **REFERENCES:** | Letters of recommendation from professors, managers, and co-workers are available upon request |
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