

## FRAGRANCE CONSULTANT

### Licenses

Phlebotomy Certification 2014

Electrocardiogram Certification 2014

### Skill Highlights

- Accomplished in hematology
- Laboratory diagnostic equipment
- Sample checking
- Quality control procedures

Strong work ethic

### Professional Experience

Fragrance Consultant 11/2013 to 12/2013

Company Name City , State

- Greet Clients, Provide knowledgeable service to clients, communicate product knowledge, sales.

Office Manager 06/2007 to 06/2012

Company Name City , State

- Managing sales team
- Organizing daily logs.
- Receiving and processing customer requests.
- Customer service and sales activities.
- Managing and inputting payroll.
- Job quality control and monitoring. General assistance/administrative support for the owners of the company.

Customer Service 01/2006 to 04/2007

Company Name City , State

- Customer Service, Trouble Shooting products, Direct Selling, Customer Support, Accounts management.

### Education and Training

Certification : Phlebotomy Technician 2014 Arkansas College of Health Careers City , State , United States

Electrocardiogram Technician 2014

Associate of Arts : General Studies 2010 Arkansas College of Health Careers City , State , United States General Studies

Pulaski Technical College City , State , United States

### Skills

administrative support, Clients, Customer Service, Customer Support, Detail oriented, Direct Selling, filing, Hematology, Managing, Medical coding, Organizing, payroll, Phlebotomy, processing customer requests, quality control, Receiving, sales, specimen collection, Technician, Trouble Shooting