

April Ingrao

Athens, GA 30606

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678-575-1104

I am a very hard-working individual with a variety of work experience and skills.

Authorized to work in the US for any employer

Work Experience

Junior Executive Assistant

Epting Events - Athens, GA

October 2017 to Present

Answer phone calls, filter phone calls, update owner's Google calander, use Google docs, email, and sheets, assist owner and other event coordinaters

Manager

CVS Health - Athens, GA

December 2016 to August 2017

ensure excellent customer service, team management, open/close store, key holder, count drawers, make deposit, regulate inventory, ensure customer satisfaction, drive sales

Sales Associate

Tailgate - Athens, GA

October 2016 to May 2017

Help customers find products they have in mind, help with inventory and stockroom, customer service, assist customers, and help keep store organized and presentable

Cashier/Cook

Five Guys - Athens, GA

January 2016 to October 2016

Ring up customers, prep/cook food, kept store clean and organized, customer service, and welcomed customers

RECEPTIONIST

Princeton Salon and Spa

March 2015 to August 2015

Greet customers, answer phone calls, make appointments, clean salon, call customers about upcoming appointments, train new receptionists, perform closing duties including balancing the register and making the deposits

CASHIER

BEST BUY

August 2014 to August 2015

Would ring up customers and pursued customers to purchase Geek squad protection plans and credit cards, customer service

CASHIER/COOK

MOES SOUTHWEST GRILL

August 2013 to June 2014

I cooked and prepared the food, rang up customers, cleaned the restaurant, and performed closing duties

Education

Business in Education

UNIVERSITY OF NORTH GEORGIA - Athens, GA

August 2015 to May 2019

Skills

Customer Service (5 years), Organizational Skills (10+ years), Public Relations (5 years), Microsoft office (8 years), Receptionist (2 years), Sales (4 years), Windows (3 years), Google Docs (3 years), Administrative Assistant (1 year), Management (1 year)

Links

<https://www.linkedin.com/in/april-ingrao-7a92b3151/>

Awards

Hope scholarship

May 2015

Additional Information

SKILLS & ABILITIES

- Variety of work experience
- Loyalty to companies I've worked for
- Able to take on any task and fulfill it beyond expectations
- Able to work as a team as well as work alone
- Organized and detail oriented
- Excellent listening and communication skills
- Can type 70 wpm
- Has reliable transportation