

Sarah Clements

Detail Orientated English Major

Black River Falls, WI 54615

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608-387-9349

Through the years I have been working, I have never been afraid to step out of my comfort zone and try something new. I am able to adapt efficiently and I do not let it bother me when a change does happen. Working with people for quite some time, I know how to work and communicate with people in an efficient manner while still having a good working relationship. My attention to detail sets me apart and is amplified by my English Major. I have been working as a trainer or department manager for most of my working life because I enjoy watching people develop into a job and career they love.

Authorized to work in the US for any employer

Work Experience

Team Trainer

Culver's - Black River Falls, WI

March 2007 to Present

Responsibilities

Assembling machines

Making sure products are ready for the day

Making sure back ups are provided

Customer service presence at all times

Training new employees

Making sure seasoned employees keep up with standards

Communicating between management and non management

Helping to organize 15+ people a day

Department Manager

Walmart - Black River Falls, WI

October 2018 to May 2019

Responsibilities

Ordering products for features and sales floor

Keeping sales floor stocked

Cleaning areas of the department daily

Helping customers with finding products in many parts of the store

In charge of 10+ people a day

Member Service Representative

Coop Credit Union - Black River Falls, WI

March 2016 to October 2018

Responsibilities

Keeping cash drawer balanced numerous times a day
Keeping vault balanced numerous times a day
Reports for financials in two branches
Greeting members
Accurately performing all transactions

Sales Representative

ASHELY FURNITURE - Arcadia, WI
March 2015 to March 2016

Responsibilities: Keep assigned area tidy
Greeting guests
Answering phone calls for sales
Knowing many different qualities of furniture, and what would be best for family and individual needs of clients
Build client trust
Check in post sale to see if client was satisfied with purchase

Support Manager

Walmart - Black River Falls, WI
March 2014 to April 2015

Responsibilities
Helping associates cover their areas if a rush happened
Making sure the store looked organized at all times
Helping customers locate items
Customer service managing when needed

In charge of 20+ people a day

Education

Bachelor of the Arts in English

Southern New Hampshire University - Remote
March 2020 to Present

Associate in Computer Science

University of Phoenix
2011 to 2014

Skills

- Word, Inventory, Customer Service, Training, Sales (3 years) Assessments Sales Skills: Influence & Negotiation -- Proficient May 2019 Measures a candidate's ability to effectively use influence and negotiation techniques to engage with and persuade customers. Full results: <https://share.indeedassessments.com/share>
- assignment/ypivkmcnrs-w6fs Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.
- Cash Handling (10+ years)
- Leadership

- Kitchen Experience
- Food Safety
- Freight Experience
- Food Preparation
- Food Handling
- Food Production
- Point of Sale
- Merchandising (3 years)
- Supervising Experience (5 years)
- Cooking
- Cleaning Experience
- Sales
- Customer Service
- JavaScript (7 years)
- Computer Science (8 years)
- Java (7 years)
- Food Service
- CSS (8 years)
- XML (8 years)
- Microsoft Office (8 years)
- HTML5
- Ordering (4 years)
- Management Experience (5 years)
- Analysis skills

Assessments

Visual Merchandising — Proficient

March 2020

Planning and maintaining commercial displays, interpreting planograms, and building relationships with store personnel.

Full results: [Proficient](#)

Sales Skills: Influence & Negotiation — Proficient

May 2019

Using influence and negotiation techniques to engage with and persuade customers.

Full results: [Proficient](#)

Work Style: Conscientiousness — Highly Proficient

August 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

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Additional Information

National Society of Leadership and Success Member