
Samantha Duncan

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SKILLS

- Great communication skills.
- Excellent customer service skills.
- Great organizational skills.
- Great time management.
- Good at working with a team.

EXPERIENCE

Cinemark, Western Hills - *Assistant Manager*

OCTOBER 2016 - PRESENT

Started out as a regular employee working the concessions stand and the Box Office, and worked as an usher cleaning theaters after guests left. As soon as I turned 18 I was promoted to Assistant Manager which I am currently. My role is mainly focused on customer service and making sure all guests have a great movie going experience, but I also have daily tasks that include cash handling, counting money at the end of shifts, planning breaks for employees, stocking departments, and managing employees to ensure they're doing the right tasks.

Shipt, Cincinnati - *Shopper*

AUGUST 2020 - PRESENT

Job entails shopping orders placed on the app and delivering to them to the customer's home. I work directly with the customer through text or call to ensure they get everything they need and substitute where needed.

EDUCATION

Walnut Hills High School- *High School Diploma*

AUGUST 2014 - MAY 2018

Southern New Hampshire University

JUNE 2020 - PRESENT

Currently enrolled in their online program working towards a Business Administration Bachelor's degree with a concentration in Human Resources Management.

ACHIEVEMENTS

The National Society of Leadership and Success

President's List