

McKenzie Whitaker

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Education

Westover High School (2021-2025) - Albany, Ga

Georgia State University (current) - Atlanta, Ga

Professional Summary

Proven track record of enhancing team productivity and customer satisfaction at 4C Academy, leveraging critical thinking and customer relations skills. Spearheaded marketing initiatives, boosted brand visibility, and streamlined inventory management to optimize online sales. Demonstrated excellence in money handling and team development, significantly contributing to operational efficiency and client contentment.

Skills

- Customer Relations
- Time Management
- Team Development
- Adaptability
- Detail Oriented
- Interpersonal Skills

Work History

Garden Assistant - 06/2024 to 05/2025

4C Academy – Albany, Ga

- Contributed to team success by efficiently working alongside fellow garden assistants in various projects.
- Maintained accurate payroll records, ensuring prompt and correct payment for all staff members.
- Contributed to the development of marketing materials, resulting in increased brand awareness and sales leads.
- Increased overall garden productivity through proper planting techniques and seasonal maintenance.

Sales Associate Intern - 02/2024 to 05/2024

Bargain Liquidators – Albany, Ga

- Conducted inventory management tasks, ensuring accurate stock levels and timely replenishment of merchandise.
- Handled cash transactions accurately, maintaining the integrity of the store's financial records.
- Boosted online sales by implementing effective marketing strategies and optimizing website content.
- Responded to customer requests for products, services, and company information.

Seasonal Worker, 10/2023 to 11/2023

Mark's Melon Patch – Dawson, Ga

- Worked well in a team setting, providing support and guidance.
- Ensured a safe play environment by adhering to safety guidelines and supervising children at all times.
- Assisted in preparing recreational materials and supplies for each activity.
- Provided clear instruction to activity and program participants to deliver fun and maintain safety.

Certifications

- Customer Service Specialization (CSS)
- Agribusiness Certification

References

Available upon request