




Hallie Seaton

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PROFESSIONAL SUMMARY

Dynamic professional with a strong customer service background at Target, adept in decision-making and complex problem-solving. Recognized for implementing innovative strategies that enhanced service excellence. Proven leadership abilities as a Shift Leader, training new employees and fostering positive customer relationships. Committed to advocacy for both individuals and the community.

SKILLS

Customer service background

Complex Problem-solving

Assertiveness

Innovative

Leadership skills

Individual and community advocacy

Decision-making skills

EXPERIENCE

SERVICE ADVOCATE, Dardenne Praire, Missouri

Target, August 2024–Present

- Maintained a high level of professionalism throughout all interactions with customers.
- Efficiently handled escalated customer inquiries in order to maintain positive working relationships.
- Implemented new strategies for delivering superior levels of service excellence across all departments.

DESK RECEPTIONIST, Lake Saint Louis, MO

Doran Fitness, June 2024–October 2024

- Managed customer accounts by updating contact information and responding to billing inquiries promptly.
- Greeted guests and handled incoming calls with a friendly demeanor.
- Maintained the reception area in an organized and professional manner.

SHIFT LEADER, O'Fallon, MO

Nekter Juice Bar, July 2023–August 2024

- Trained new employees in job duties, safety procedures, and company policies.
- Managed store closing and opening procedures to ensure safety and security.
- Assisted customers with inquiries, orders and complaints in a timely manner.

HOSTESS, O'Fallon, MO

Shack Breakfast and Lunch, May 2023–February 2024

- Answered phone calls to take reservations and address guest questions and concerns.
- Demonstrated flexibility by helping out in other departments as needed.

- Assisted in seating guests and managing the wait list.

EDUCATION

BACHELOR OF ARTS (B.A.) IN ARCHITECTURE CANDIDATE , Oxford, OH, US

Miami University, Expected graduation May 2029

VOLUNTEER EXPERIENCE

CAMP COUNSELOR VOLUNTEER, MO

Camp Rainbow, June 2024–Present

- Demonstrated patience and understanding when working with children of different ages and backgrounds.
- Utilized problem-solving skills to effectively address challenging situations that arose during the course of the day.
- Provided guidance to younger campers and acted as a role model by encouraging respect, responsibility, and good sportsmanship.

SOCCER COACH VOLUNTEER, MO

Special Needs Soccer Association, April 2022–April 2025

- Demonstrated ability to design and implement training sessions for players of all ages and skill levels.
- Promoted healthy competition among athletes through creative challenges during practice sessions.
- Provided positive reinforcement to motivate players to reach their potential.

RETIREMENT HOME VOLUNTEER, MO

Golden Oak, December 2024–January 2025

- Organized and assisted with events, activities and programs to drive outreach initiatives.
- Participated in community clean-up and enrichment projects.
- Displayed flexibility when adapting quickly to changing circumstances or instructions from supervisors.