

Jackie S Simeone

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Summary of Qualifications:

- Over Sixteen years of customer service
- Enthusiastic, committed, and resourceful; can be counted on to get the job done.
- Team leader with dynamic and diverse experience.

Management/Operational

- Managed 50 plus employees and management staff.
- Established and enforced a professional environment in accordance with company policy.
- Trained and hired all new employees.
- Motivated team on a daily basis.
- Counseled personnel on professional development and career advancement.

Administrative

- Coordinated new store openings to include recruitment, hiring, orientations, and training.
- Responsible for shipping and receiving for all merchandise.
- Successfully coordinated daily operations of front and back office.
- Managed client and employee complaints.

Customer Service

- Offered customers reliable service everyday.
- Established personalized services to promote effective customer relations.
- Rotated successfully between departments adjusting spontaneously to become productive and increase sales.

Experience

- Sunshine House-Preschool Teacher 2007
- Anchor Blue-Store Manager 1990-2006

Education

Management Certificate-Los Medanos College, Pittsburg
B.A., Liberal Studies-California State University, Chico
Computer Skills-Proficient in: Windows XP, Word, Excel, and Internet