

Diana Calvert

Interpersonal communication

Minneapolis, MN 55406

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Authorized to work in the US for any employer

Work Experience

Beauty Consultant/Sales Associate

Sephora - Bloomington, MN

August 2021 to Present

6 month bonus pay.

Housekeeper

Mother's Day Out Cleaning Company

2010 to Present

various locations

- Perform basic housekeeping duties, including: vacuuming, dusting mopping, cleaning windows, and sanitizing bathrooms
- Respond to customer complaints or questions in a timely manner and report any issues to supervisor
- Maintain confidentiality of client

Part time packager

Dick's Fresh Market - Menomonie, WI

February 2018 to August 2019

- Measure, weigh, and count products and materials
- Mark and label packaging with correct labels
- Set out merchandise for customers to buy
- Assist customers in a calm, efficient, and friendly manner

Cashier

CVS

April 2018 to August 2018

- Rang up purchases and process all forms of payment
- Handled returns and answered questions regarding products and policies
- Stocked, rotated and faced merchandise
- Assisted customers in a calm, efficient, and friendly manner

Cashier (Seasonal)

Dollar Tree - Menomonie, WI

November 2017 to December 2017

- Rang up purchases and process all forms of payment
- Handled returns and answered questions regarding products and policies

- Stocked, rotated, and faced merchandise
- Assisted customers in a calm, efficient, and friendly manner

Florist

Violet's Incorporated - Saint Paul, MN
2016 to 2016

- Basic flower maintenance, including: ensuring flowers/plants were watered, fresh, and presentable
- Cleaned work area and organized merchandise
- Answered all questions and assisted customers in choosing the right product and/or service

Dishwasher/Hostess

The Waters Community Living Center - Saint Paul, MN
2015 to 2016

- Greeted/seated patrons and took initial drink orders
- Maintained a neat, organized "front-of-house" environment
- Loaded, operated, and unloaded industrial dishwasher
- Followed sanitation policies at all times

Education

Associate in Aesthetics

Saint Paul College-A Community and Technical College - Saint Paul, MN
January 2020 to December 2020

High school or equivalent

St Paul Conservatory Performing Arts - Saint Paul, MN
January 2006 to June 2010

Skills

- Microsoft word (10+ years)
- Customer Service (7 years)
- Cashiering
- Packaging
- Host/Hostess
- Assembly
- Warehouse Experience
- Floral Design
- Shipping & Receiving
- Cleaning Experience
- Organizational Skills
- Merchandising
- Microsoft Excel
- English

- Materials Handling
- Order Picking
- Load & Unload
- Sales
- Cash handling
- iOS
- Millennium