

# Erin Postell

Greenwood, SC 29649

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Authorized to work in the US for any employer

## Work Experience

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### **Local Manager**

Cherry Hill Programs - Greenwood, SC

December 2020 to Present

Interact with/Greet guests, photograph customers, accept payment, and ensure correct change.

### **Cleaning Specialist**

Shannon's quality care - Anderson, SC

January 2019 to Present

- time management skills
- customer services
- dealing with chemicals
- mixing chemicals
- safety knowledge of the workplace

### **Photographer**

Auto Marketing Solutions - Greenwood, SC

January 2021 to June 2021

### **Cashier, Cook, Clean**

pelican's Snoballs - Anderson, SC

March 2020 to May 2020

## Education

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### **High school diploma**

T.L Hanna high school - Anderson, SC

August 2017 to June 2020

### **Associate's degree**

## Skills

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- Clean
- Janitorial
- Spanish

- Custodial Experience
- Commercial Cleaning
- Cleaning Experience
- English
- Cash Handling
- Microsoft Word
- Cooking
- Time Management
- Packaging
- Customer service
- Typing
- Food Preparation
- Retail Sales
- Food Service
- Host/Hostess
- Cashiering
- Serving Experience
- POS
- Kitchen Experience
- Photography
- Guest Services
- Bartending
- Food Production
- Upselling
- Leadership
- Automotive diagnostics
- Automotive service
- Veterinary experience
- Supervising experience
- Food Safety
- Restaurant Experience
- Management
- Organizational Skills
- Childcare
- iOS
- Product demos
- Pricing
- Technical Support
- Marketing
- Android

- Marketing (2 years)
- Social media marketing (3 years)
- advertising (4 years)
- Public relations (4 years)
- Teaching

## Languages

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- English - Expert
- Spanish - Fluent

## Certifications and Licenses

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### **Driver's License**

## Assessments

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### **Workplace English — Highly Proficient**

May 2019

Understanding spoken and written English in work situations.

Full results: [Highly Proficient](#)

### **Work Style: Reliability — Proficient**

November 2020

Tendency to be dependable and come to work

Full results: [Proficient](#)

### **Basic Maintenance and Repair — Proficient**

November 2020

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

### **Following Directions — Highly Proficient**

November 2020

Following multi-step instructions

Full results: [Highly Proficient](#)

### **Verbal Communication — Highly Proficient**

November 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

### **Retail skills: Shelf stocking — Highly Proficient**

November 2020

Receiving and storing merchandise or product.

Full results: [Highly Proficient](#)

### **Attention to detail — Highly Proficient**

May 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

### **Administrative assistant/receptionist — Highly Proficient**

May 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Social media — Highly Proficient**

May 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.