

Rhiannon Arcand

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SKILLS:

- Communicates with team and clients in an clear and timely manner
- Patiently and accurately answer client questions by remaining personable
- Actively listens to resolve escalated situations by acknowledging and empathizing with clients
- Performs reception duties, receives shipments and records data accordingly
- Maintains clean and organized working area to ensure efficient productivity

WORK EXPERIENCES:

Receiver | HMV | 2015 - 2017

- Performed merchandize counts for the inventory
- Effectively communicated with customers regarding product order status
- Labeled and organized inventory products
- Directed customer assistance in store as required
- Tracked invoices to ensure accuracy on orders into software system

Customer Service Representative | McDonald's | 2011 - 2012

- Provided and maintained a fast and efficient pace of service and delivery during high volume times
- Received customer ordres in a professional and curteous manner and added their selections into the restaurant's computer systems
- Assembled and organized orders on trays or in bags depending on the type of order
- Partnered with other Crew and Managers to meet target goals during shift
- Maintained restaurant cleanliness and followed the SOPs strictly

Receptionist | ARBE Exteriors | 2008 – 2011

- Answered and directed calls and relayed telephone messages
- Assited with data entry tasks
- Ensured office cleanliness and organization
- MS Office applications in Microsoft Word, Excel and Outlook

EDUCATION:

Highschool Diploma | 2011
Archbishop O'Leary