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|  | **Rachael**  **Woodward** | N8560 8th Avenue, New Lisbon, WI 53950  (608)542-0332,  woodwardr@students.westerntc.edu |

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| Professional Summary |

Motivated college marketing graduate ready for fast-paced work and challenging performance targets. Passionate about connecting customers with merchandise and driving sales. Skills include recovering shelves, implementing resets, and building displays. Customer-focused, adaptable, and reliable team player.

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| Skills |

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| * Microsoft Office | * Data entry | * Customer service |
| * Time management | * Customer relations | * Virtual Collaboration |

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| Experience |

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| Retail Sales Cashier  Little Cottage | New Lisbon, WI | February 2018 - Current |

* Handled sales floor needs, including updating pricing and signage.
* Promoted product sales by building attractive displays and properly merchandising items.
* Enhanced sales with suggestions of related products and services based on purchases and stated needs.

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| Cashier  Hardware Hank | New Lisbon, WI | November 2017 - Current |

* Educated customers about upcoming promotions, changing procedures, and available items.
* Maintained clean, organized, and well-stocked checkout areas with regular attention to displays.
* Processed refunds and exchanges for different products.

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| Receptionist  Fun Company | New Lisbon, WI | June 2016 - Current |

* Greeted incoming guests, notified personnel of guest arrivals, and directed individuals to correct meeting spaces.
* Operated telephone switchboard to answer, screen, and forward calls, providing information, taking messages, and scheduling appointments.
* Organized efficient, easily accessed file system for digital and physical records.

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| Education |

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| Associates in Marketing Management  Western Technical College, La Crosse, WI | April 2022 |