**Addie Clarke**

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|  |  | **Professional Summary**  Motivated in editing, offers valuable contributions in all aspects of administrative activities supporting fields derived from diverse experience in my many job roles. Recognized for exemplary time management, organization, prioritization and work ethic. |

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|  |  | **Work Experience**  Cashier | Rite Aid - Emporia, VA *02/2015 - 06/2016*   * Attended to customer needs, questions and complaints. * Returned any change rendered to the customer after counting it out appropriately. * Kept work areas clean, neat and organized for maximum productivity. * Responded to customer requests and directed to merchandise.   Cashier | Food Lion - Emporia, VA *08/2016 - Current*   * Mentor other store employees in customer service and assistance to help improve overall satisfaction. * Provide customers with information according to their requirements and ensured that they were directed or led to their choice of product. * Attend to customer needs, questions and complaints. * Respond quickly to customer inquiries, complaints, answering questions and offering insight into the products.   Dinning Hall | Longwood University - Farmville, VA *08/2017 - 08/2018*   * Motivated and disciplined employees according to established requirements. * Provided friendly and attentive service. * Resolved guest complaints quickly and efficiently. * Affected quick resolutions to customer problems and brought in management when needed.   Desk Aid | Longwood University - Farmville, VA *08/2018 - Current*   * Keep reception area clean and neat to give visitors a positive impression * Answer inquiries and addressed, resolved or escalated issues to management personnel to ensure client satisfaction. * Answer telephone inquiries students, faculty, and the public. |

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|  |  | **Education**  Longwood University Farmville, VA May *2020*  Bachelor of Arts: Communication Studies with a concentration in Digital Media |

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|  |  | **Activities:** Rotunda Studios, Radio Station: WMLU 91.3 FM  **Certifications:** Microsoft Word, Microsoft PowerPoint, CPR, First Aid, AED, Hootsuite |