

# Skyler Robert

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704 6<sup>th</sup> St E | Scott City, MO 63780 | (573) 529-6922 | skyrobert02@hotmail.com

## Profile

Soon-to-be college graduate with a positive attitude, a willingness to learn, and the drive to work.

## Education

### **BACHELOR OF SCIENCE, MAY 2024, SOUTHEAST MISSOURI STATE UNIVERSITY**

- Mass Communications: Advertising Major
- Writing, Literature, and Entrepreneurship Minors
- Completed classes in copyediting, marketing, and social media management

## Experience

### **BARISTA AND POINT OF SALE | THE GROUND-A-BOUT | DEC 2022-PRESENT**

- In these positions, I provide excellent customer service by communicating effectively with both customers and coworkers. I also use organization skills to make products in an efficient manner.

### **SALES ASSOCIATE | SEPHORA AT KHOL'S | OCT 2023-PRESENT**

- I implement sales and customer support skills by using product knowledge to assist customers in finding the products perfect for them.

### **GOOGLE DRIVE ORGANIZER | FREELANCE | OCT 2023-PRESENT**

- With an attention to detail, I comb through a Google Drive, deleting unnecessary information and copies, and organize the Drive in a way that best suits my client all while sticking to agreed upon deadlines.

## Skills & Abilities

**COMMUNICATION**

**QUICK LEARNER**

**TEAM PLAYER**

**EXCELLENT WRITING ABILITIES**

**TECHNOLOGICALLY SAVVY**

**DATA ORGANIZATION**