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# Objective

Smooth and efficient Executive Coordinator with experience enhancing executive productivity and improving business operations. Exceed expectations for maximizing group performance and overseeing efficient calendars. Operate well with minimal supervision to meet demanding objectives.

# Experience

**Fresh N Save**

Cashier | February 2015 to December 2015

* Welcomed and greeted at least 50 customers daily.
* Greeted customers promptly.
* Bagged items to prevent fragile products from being damaged or broken.
* Scanned items, weighed special purchases and entered codes to properly price items.
* Scanned goods, collected payments and issued refunds, receipts and change.
* Trained new cashiers on procedures, customer service and sales techniques.
* Notified management of security, vandalism and theft concerns.

**Marshall’s**

Cashier | June 2017 to January 2019

* Processed customer transactions.
* Handled and processed cash and credit card transaction.
* Adhered to all phone system protocols.
* Maintained a friendly and customer-focused shopping platform.
* Cleaned and organized the store, including the checkout desk and displays.
* Answered customer telephone calls promptly and in an appropriate manner.
* Helped drive sales goals and achieve monthly quotas.
* Responded to all customer inquiries thoroughly and professionally.
* Bagged, boxed and gift-wrapped sold merchandise per customer request.
* Processed payments by check, cash, debit and credit and maintained accurate drawers.
* Processed customer returns.
* Accepted both cash and credit card payments according to established company procedures.
* Kept checkout areas clean and neat to maintain a professional appeal.

**Sugaring NYC**

Receptionist/Executive Coordinator | January 2019 to Currently Working

* Controlled access to confidential business documents, financial information and proprietary data.
* Manages Receptionist calendar, phone and schedule resolving conflicts and providing daily updates.
* Supervised administrative staff and administered performance evaluations to encourage goal achievement.
* Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
* Cultivated customer loyalty, promoted repeat customer and improved sales.
* Provided primary customer support to internal and external customers in fast-paced environment.
* Responded to customer requests for products, services and company information.
* Booking clients and asking them questions; Which location would they like to get their services done? Do they have any preferences on the technician? What day and time works for them?
* Increased efficiency and performance by monitoring team member productivity and providing feedback.
* Provides feedback of the Receptionist to Human Resources, creates weekly meetings with Human Resources.
* Sends weekly reports to Human Resources regarding to Receptionists’ performance

# Education

**High School**

Academy of American Studies

Diploma: June 2016

**College**

Southern New Hampshire University

Degree: Bachelor of Arts

Major: Criminal Justice

Level: Currently Enrolled

# Skills

* Filing and data archiving
* Schedule Management
* Report analysis
* Multi-line phone proficiency
* Strategic Planning
* Scheduling
* Customer Service
* Data Entry
* Recordkeeping
* Time management
* Training development aptitude
* Documentation
* MS Office
* Keyboarding
* Multi-line phone talent
* Natural Leader
* Planning and organization
* Computer Literate
* Active data online
* Exceptional time management skills
* Active listening skills