

# Jaimere Beauzieux

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## Skills

- Strategic planning
- Self-Motivated
- Team collaboration
- Filing and data archiving
- Organizational skills
- Microsoft Office Proficient
- Strong cooperation with coworkers and managers

## Experience

JANUARY 2023 - PRESENT

### **Massanutten Resort – Office Clerk**

1822 Resort Dr, Massanutten, VA 22840

- Maintained organized files and stocked supplies to support team needs and maximize performance
- Interacted with customers by phone, email, or in-person to provide information
- Handled customers payments accurately and efficiently
- Filed information into database quickly and to perfection

SEPTEMBER 2022 - DECEMBER 2022

### **Costco Wholesale – Bakery Associate**

1830 Reservoir St, Harrisonburg, VA 22801

- Provided superior customer service to promote guest satisfaction, brand loyalty, and consistent revenue
- Monitored counter and display inventory by replacing stock and requesting new products from kitchen to keep areas well-stocked for maximum sales..
- Worked different stations to provide optimal coverage and meet production goals

## Education

AUGUST 2018 - JUNE 2022

### **Harrisonburg High School – Advanced Diploma**

1001 Garbers Church Rd, Harrisonburg, VA 22801

- 4.0 GPA