

OLIVIA WRIGHT

PROFESSIONAL SUMMARY

EXPERIENCE

Dairy Queen, Charlotte, MI, Mar 2022 - Aug 2023

General Staff

I was responsible for handling money: making sure I gave correct change, counting tips, entering the correct amount given into the system, etc. I was also responsible for making products well and correctly and making sure customers received them in a timely manner. I also took orders, cleaned the store, and restocked items.

Cheryl's Gymnastics, Charlotte, MI, Jun 2015 - Jun 2021

General Staff

Although the position was unpaid, I was an assistant to my gymnastics coach alongside other girls my age. I was responsible for watching over kids and teaching them gymnastics skills once a week. I had to make sure all the kids were safe, happy, clean, and taken care of while they were under our watch. I also had to help my coach with whatever she needed, whether that was getting equipment out, teaching a specific child, or grabbing her something from the back room.

EDUCATION

May 2027

Advertising Creative

Michigan State University, East Lansing, MI

I am currently a freshman, so my education at Michigan State is not complete yet.

June 2023

High School Diploma

Charlotte Senior High School, Charlotte, MI

LANGUAGES

English

Native

CONTACT

 Charlotte, MI 48813
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 517-543-1397
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SKILLS

- WORKS WELL AND GETS ALONG WITH OTHERS.
- LEARNED HOW TO HAVE GOOD CUSTOMER SERVICE, AND MAKE SURE CUSTOMERS FEEL ACKNOWLEDGED AND APPRECIATED.
- ADAPTABILITY DUE TO WORKING IN A FAST PACED ENVIRONMENT.
- PATIENCE WORKING WITH YOUNG CHILDREN.
- COMMUNICATION BETWEEN CUSTOMERS AND OTHER STAFF MEMBERS.
- CREATIVITY
- CRITICAL THINKING