A I R E V. C O B B

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O B J E C T I V E

To gain a diversification in the business industry so that I may better my experience and enhance my ability to be excellent at any task handed to me.

E D U C A T I O N

2003–2007 Creekside High School Fairburn, GA

 Graduated with Distinction.

2007-Present Georgia State University Atlanta, GA

 Undergraduate

* Majoring in Computer Information Systems.*

 *Specializing in Health Informatics and Minoring in IT.*

J O B S K I L L S

*Ride Operation*

 Technical Basics and fundamentals

 Knowledge of Procedures and Regulations.

*Money Management*

 Able to accurately cash out for parties and cashiering.

 Able to effectively distribute funds and make valid pricing.

*Typist*

 Highly experienced in Microsoft Word, Excel, and PowerPoint

 Experience with Professional needs.

*Hosting*

 Highly experienced with social skills.

 Adapting to the needs and desires of the guests.

 Ensuring a pleasant policy of customer service.

*Cashiering*

 Vast persuasion skills

 Mathematical skills up to par.

 Desirable show of Customer Service

 Working knowledge of the specific systems presented for the register.

*Article Labeling/Furniture Handling*

 Ability to sufficiently process and label a Delivery Order.

 Able to process Cash and Carry orders with precision and within a

timely, satisfactory manner.

 Thorough in the relevancy and conditions of article products handled.

 A great understanding of the building mechanics of IKEA furniture and of the various dealings of parts.

*Self Serve*

 Understanding of the internal systems that make up the vast communities of sales.

 Creating numerous innovative ideas and applying them to both sales and team building.

 Meeting multiple deadlines, goals, and expectations while upholding positive relations with professionals of other departments.

*Customer Service*

 Capable of diagnosing problems.

 Correct mannerisms for service calls.

 Extreme patience and professional temperament.

 Fluent knowledge regarding products that are both relevant and irrelevant to the specific areas of business to cover vast ranges.

S P E C I A L T Y T R A I N I N G

 Various Ride Operations and Procedures.

 Established Typist.

 Producing Valid and Successful Pricing.

 In-depth Cleaning Methods and Utilities.

 Working Knowledge of Cashiering.

 Ongoing Training of CIS and Economical Connections.

 Regulating Promotions and Specials/Sales.

 Money Management.

 Service Calls.

 Proficient in Microsoft Office Applications.

 JavaScript, Cloud, HTML, and XHTML Certified.

 Party Hosting.

 Light Grasp of Appealing Decorations to Help Sales.

 Stocking Memorization.

 Product Memorization

 CPR Certified.

 In-depth Grasp of Fundamentals in Sales and the Proper Techniques to execute them.

 Applying the IKEA way to complex situations and offering simple solutions.

 Fluent in French and Japanese.

A C C O M P L I S H M E N T S

 Principle’s Honor Roll.

 Piano Performance Awards.

 2002 Track Trophy.

 Recipient of two Cross Country’s Coach’s Award.

 19th Place out of South Metro for Cross Country 2005.

 8th Place out of South Metro for Cross Country 2006.

 President’s Award Recipient.

 Beta Club Certificates and Induction items since 1997.

 Super Honor Rolls.

 Key Club Participant for three years.

 Secretary of the National Art Honors Society for 2005.

 President of the National Art Honors Society for 2006.

 Voted Miss NAHS.

 Member of the National Society of High School Scholars.

 Member of People to People.

 Various Chorus Awards.

 Employee of the Month for the Month of April.

 Graduating with Distinctions.

 Various Varsity Sport Certificates

 Multiple Mystery Shops Wins and Notices.

E X P E R I E N C E

2006–2007 Maxx Fun Family Entertainment Union City, GA

*Trained for multiple tasks, but originally hired for ride operations*

 **Cashier**; Customer Service, Handling Customer Funds and

Providing Knowledge on Pricing, Booking Parties, Events, and ect.

 **Party Hostess**; Catering to the needs of both the birthday child and their guests.

 Temporary Party Assistant Manager

 Ride Operator

 Food Server For Special Occasions and Hosting

 Assistant Redemption Supervisor

2008–present IKEA Atlanta, GA *Started the Ikea journey originally in Ballroom/Smaland and then transferred to the Self Serve Warehouse. Now currently in the*

*Recovery Department.*

 Smaland Attendant

 Passing Bedroom Worker

 Furniture Hand Out/ Home Delivery Worker

 Former Self Serve Warehouse Worker

 Currently in Recovery.

 Cashier.