

Fred Attrache

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Summary of Qualifications

- Over 9 years' customer service and cash handling experience.
- Awarded on two separate occasions top sales in region and companywide.
- Continuously surpassed daily sales goals.
- Night time deli PIC at Safeway

Technical Skills

- Direct and coordinate the overall functions of the business office.
- Advise volunteers and volunteer leaders to ensure quality of programs and effective use of resources.
- Analyze workflow, assign and schedule work to meet company priorities and goals.
- Develop and implement new procedures to improve quality and quantity of work processed; ensure policies are communicated and administered consistently.
- Develop and interpret organizational goals, policies, and procedures, and review project plans.
- Investigate and resolve customer complaints regarding services, products, or personnel.
- Problem Solving.
- Plan, direct, and prepare fund-raising activities and public relations materials.
- Working knowledge of processing (10-key by touch).

Computer Knowledge

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|---|-----------------|-------------------|
| • | Microsoft Word | Internet Research |
| • | Excel Publisher | |
| • | PowerPoint POS | |

Project Management

- Manage business office within established budget, including annual planning and monthly status reports.
- Meet with department heads, managers, supervisors, vendors, and others to solicit cooperation and resolve problems.
- Supervise, train, orient and evaluate employee performance; recommend merit increases, promotions, and disciplinary actions.

Work History

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| • Photo Clerk, Walgreens, Richmond, VA | 2010 - 2013 |
| • Server, Aramark, Richmond, VA | 2009 - 2013 |
| • Student Outreach Coordinator, Portland Community College | 2008 - 2010 |
| • Customer Service, Night time PIC, Safeway, Portland, OR | 2006 - 2008 |
| • Retail Sales, Meier & Frank, Portland, OR | 2003 - 2006 |
| • Retail Sales, Nordstrom, Portland, OR | 2001 - 2003 |

Education Certification

Applied Associates Business Administration

Portland Community College

Graduated Spring 2012