

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

- 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

• 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