

Teonna Jackson McGhee
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OBJECTIVE

To pursue a career that will utilize my knowledge of customer service as well as personal care and management skills.

EXPERIENCE

PT Detailer/Merchandiser

2016-2017

Frito-Lay, Bloomington CA

Traveled to different markets and liquor stores to merchandise and reset stores with Frito-Lay products. Stocked and replaced broken shelving and racks. Followed planogram by ensuring merchandise were set properly and rotated to current dates and prices.

Freelance/ Beauty on call Artist

2015-present

MAC Cosmetics, Riverside CA

Travel to different MAC retail locations where I interact with customers by helping with cosmetic inquiries, sales, and daily inventory preparations.

Clerk

2015-2016

San Bernardino Behavioral Health, San Bernardino CA

Answered visitor's enquires. Route calls. Coordinate mail flow in and out office.

Cashed out personnel when necessary. Performed basic book keeping, filing, data entries, and clerical duties. Greeted visitors warmly and made sure they were comfortable as possible. Scheduled and arranged appointments via phone and email.

Sales Associate/Resident Artist

2007-2014

Nordstrom, Riverside CA

Assisted in running a sales team of up to 10 MAC cosmetic associates that produced an annual volume of 4 million. Daily duties entailed interacting with customers, inventory prep and control, assisted with the opening of new accounts and marketing for upcoming business needs and events. Merchandising sales floor in accordance to sales demands and trend. Participated in creative marketing classes geared to improving business. Participated in a program in which a select group of artist traveled to various locations to educate fellow artists on trend and technique in order to help drive sales. Responsible for obtaining an individual monthly goal by utilizing tools such as personal trade and customer connection.

Sales Consultant

2006-2007

Moss Bros Ford, Rialto CA
Worked hands on with sales integration team to develop new relationships with customers to drive business. Involved with online sales division.

Barista/Shift Lead

Starbucks Coffee Rialto CA

Lead a team of 7 individuals on a daily basis. Ensured sales expectations were met. Assisted in coaching employees with making and selling beverages. Opening and closing of store location.

2004-2006

EDUCATION**San Bernardino Valley College**

[Year] – [Year]

Rialto High School

2000-2004

High School Diploma

INTERESTS

[Interests]