

Angie Shepherd

Los Angeles, CA 90001

angieshepherd4_fde@indeedemail.com

+1 310 403 3530

To obtain a career that allows me to use my social media expertise to advance the agenda of my employer and provide a can do attitude to help the business excel.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Independent Contractor

Task Rabbit-New York, NY

August 2015 to Present

I worked for TaskRabbit and other independent contractor apps as an independent contractor lending my services in office work, cleaning, photography, videography, organizing, bartending, bat backing, event planning, content creation, social media consulting and blogging.

Starbucks Barista

Starbucks-New York, NY

January 2014 to August 2015

Cash handling, POS system, customer service, cleaning and preparing hot and cold beverages. Awarded Partner of the Quarter after a few months of working.

Member Service Specialist

American Automobile Association of California, CA

January 2012 to January 2014

I acted as the member service specialist where I was the first point of contact between the member and company. I carried out daily administrative duties such as answering calls, handling cash payments, updating memberships, scheduling etc. As well as upselling to the member.

Education

AA in Communications

Fullerton College

September 2011 to May 2014

Diploma

Washington High School - Los Angeles, CA, US

Skills

- Customer Service
- Content Creation

- Social Media Marketing
- Creative Writing
- Strategy Planning
- Problem Solving
- Increasing Followers and Engagement
- Social Media Management
- Adobe Premiere
- Cash handling (5 years)
- Customer retention (3 years)
- Office experience (3 years)
- Cash handling (5 years)
- Administrative experience (5 years)
- Customer service
- Upselling
- Heavy lifting
- Guest services
- POS
- Cash register
- Hospitality
- Photography
- Marketing
- Social media management
- Creative writing
- Content creation
- Blogging
- Adobe Premiere
- Conflict management
- Basic math
- Phone etiquette
- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Retail math
- Microsoft Outlook
- Front desk
- Zendesk
- Digital marketing
- Adobe Illustrator
- Communication skills
- Barista experience

- Bartending (1 year)
- Bar back (3 years)
- Video Production

Certifications and Licenses

Driver's License

Non-CDL Class C

Food Handler Certification