

Sabrina Ann Karn

216 882 6004 | sabrina.karn@outlook.com

Summary

Dedicated and motivated student with diverse experience and a great customer service background. Organized, independent worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and effectively. Individual bringing enthusiasm, dedication and an exceptional work ethic.

Education

CUYAHOGA COMMUNITY COLLEGE

Visual Communication and Interactive Media with a Focus in Web Design

I have just completed my Certificate of Proficiency in Web Design and Development (December 2017) and currently studying for my Associate of Applied Business Degree in Visual Communication and Interactive Media.

Highlights

- HTML
- CSS
- PHP
- JavaScript
- JQuery
- MySQL
- Cinema 4D
- Character Animator
- InDesign
- Photoshop
- Illustrator
- AfterEffects
- MS Office
- Windows Troubleshooting

Experience

MERCHANDISER | TNG | SEPTEMBER 2017 TO PRESENT

Ensured all displays were organized neatly and in a pleasing manner. Traveled to multiple store locations. Reviewed the code dates of all products. Removed any damaged or expired products. Stocked and rotated products regularly. Prepared return stock for pickup. Worked independently and managed weekly schedule. Worked with books, magazines, and candy products.

BARTENDER | HAWTHORNE VALLEY GOLF COURSE | JUNE 2015 TO MARCH 2016

Opened and closed bar independently. Answered questions about menu selections and made recommendations when requested. Demonstrated awareness of liability issues and the law by confirming legal drinking age. Created and served alcoholic beverages to guests. All orders and payments were entered and tendered electronically.

SERVER | SUDS MAGUIRES BAR & GRILL | JANUARY 2014 TO JUNE 2015

Communicated with customers regarding orders, comments, and complaints in a friendly manner. Promptly served all food courses and alcoholic beverages to guests. Regularly checked on guests' satisfaction. Maintained a professional tone at all times, including during peak rush hours.

RESIDENTIAL & COMMERCIAL PROPERTY MANAGER | NORTH COAST CAPITAL PARTNERS AUGUST 2010 TO OCTOBER 2013

Helped build and maintain accurate and updated websites and printed materials. Maintained in-depth knowledge of competition through evaluation of market conditions and trends. Conducted apartment tours for potential tenants. Handled customer complaints personally to verify they were properly resolved. Managed day-to-day activities involving tenants, contractors, and employees. Managed overall tenant relations, including promoting current and former tenant satisfaction.