

# Elizabeth Ann Evans

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## SUMMARY

Administrative office professional skilled in various computer software and outstanding customer service. Personable, professional and collaborative character eager for new responsibility. Positive, open-minded individual with successful communication skills and a valuable asset to any organization. Eager to obtain new on-the-job experiences and contribute to a company's growth.

## EMPLOYMENT

**Target Corporation** 2/2004 - 2/2007

*Sales & Electronics Specialist, Protection Specialist, Jewelry Specialist and Sales Associate*

- Effective protection from intentional acts of harm from or by guests and team members.
- Assisted with and investigated internal and external shoplifting.
- Point of purchase design and product inventory specialist.
- Internal and external customer service (returns, guest issues and defective items).
- Operated phone system, ensuring smooth, timely customer service
- Management of jewelry and electronics departments.
- Target security department employment training within district.
- Daily management security and video surveillance updates.

**Superior Limousine** 3/2007 - Present

*Limo Chauffeur*

- Developed navigational parameters for client pickups and drop-offs.
- Time management personnel to ensure pickup and drop off time accuracy.
- Scheduling of vehicle maintenance to meet industry regulations.
- Internal and external customer service to optimize client relations.

## EDUCATION

**Phoenix High School** - Lawrenceville, GA 2002

High School Diploma

## SKILLS

- Administrative Support
- Point of Purchase
- Inventory Management
- PC Operating System
- Manual/Digital Filing
- MS Internet Explorer
- MS Word
- MS Excel
- MS Outlook Express
- Social Media
- Smart Phones
- Employee Training
- Client Management

## QUALITIES

Outgoing, versatile person with the ability to grasp new responsibilities quickly. Collaborative hard worker and over achiever. Adamant about exceptional customer service, and passionate about education. Accept and look forward to challenges and change.

## REFERENCES

**Monica Perdue**

Resource Manager - Studiocom.com  
404.229.4240 | mperdue@studiocom.com

**Rebecca Thompson**

Tax Accountant - Mansfield Oil Company  
404.444.1846 | rebeccathompson.acct@gmail.com

**David Henson**

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