

Danielle Hussey

Secretary/Sales

Email:

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EXPERIENCE

United Textile Supply

JANUARY 2006 - PRESENT (10 YEARS

11 MONTHS)

Secretary/Sales

United Textile Supply is a wholesale and retail distributor of Towels, Sheets, Pillowcases, Beach Towels and Fingertip Towels, for commercial and home use, located in Denver, Colorado.. I process orders for United Textile Supply's online orders and I send the orders to the vendors. I also track orders and answer questions customers have in regards to an order they are purchasing. Customer service is plays an important role in my job duties everyday. I have to be quick with responding to the customers needs and multi-tasking helps me to be able to accomplish my daily work goals. I'm efficient in Microsoft word/ excel. I have great customer service skills. I take great pride in making sure my area is clean and organized to help me to accomplish my goals.

The Home Depot

AUGUST 2003 - APRIL 2006 (2

YEARS 9 MONTHS)

Customer Service/Cashier

My job duties consisted of working the Refunds/Customer Service Desk. I worked the registers and I also had to help out customers with any issues they are having with items in our store. I have great customer service skills and the ability to multi-task to get my work done in a timely manner. I take great pride in making sure my area is clean and organized to help me to accomplish my goals.

EDUCATION

Harris School of Business-Cherry Hill Campus

2000 - 2001

Legal Secretary, Legal Administrative Assistant/Secretary,

Grade: 3.75 gpa

Gloucester County College

1999 - 2000

Psychology,

Psychology, 1999 - 2000

SKILLS

Retail, Customer Service, Merchandising, Sales Management, Marketing, Account Management, Microsoft Office, Microsoft Word, Microsoft Excel, New Business Development, Outlook, PowerPoint, Social Networking, Team Building, Textiles, Social Media, Hotels