

ANNA MANJUK

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Kamloops, BC



SUMMARY

Goal-oriented individual versed in greeting high-volume of customers and recommending merchandise based on individual requirements. Quick learner and active listener. Production-driven professional focused on achieving perfection in each creation. Proficient in various baking and decorating techniques. Detail-oriented team player with strong organizational skills.

EDUCATION

THOMPSON RIVERS UNIVERSITY

Bachelors Degree in Communications
-In Progress

SKILLS

- Customer Service
- Communication
- Writing
- Design
- Creativity
- Attention to Detail

EXPERIENCE

VOLUNTEER:

- TRU Graduation Ceremony; Hat and Gown Attendant
- Wolfpack Tournament; Ticket/Gate Staff and Usher.

WRITING

- Wattpad; Author. 2013-present.

PROFESSIONAL EXPERIENCE

Cake Decorator

Dairy Queen | 2022 - 2023

- Adapted quickly to changing requests from customers regarding design modifications or additions.
- Took special orders from guests over telephone and in person.
- Decorated cakes and pastries with designs using icing bags or paper cones.

Sales Associate

Value Village | 2022-2023

- Gained experience in customer service, resolving customer complaints and inquiries with a positive attitude.
- Greeted customers and engaged in conversation to assess needs.
- Provided friendly and knowledgeable assistance to customers on the sales floor.
- Developed strong interpersonal skills to effectively communicate with customers and coworkers.

Food Service Worker

Dairy Queen | 2021 - 2022

- Maintained cleanliness of work area including counters, tables, shelves, grills, fryers, ovens and refrigeration equipment.
- Developed strong interpersonal skills while interacting with customers and coworkers in a fast-paced environment.
- Handled cashier duties, maintaining accuracy of monies received or exchanged.
- Followed all safety standards when handling hot foods and liquids on the job.