

Carrie Dillon

900 Jefferson Wood Lane • Greensboro, NC 27410 • (336) 339-6643 • carridillon@hotmail.com

Sales and Marketing ~ Sales Associate ~ Business Development ~ Territory Sales

- Recent graduate with previous business experience.
 - Able to learn and apply quickly and effectively.
 - Hard working, detail oriented, able to multi-task.
 - Extensive customer service background.
 - Knowledgeable in technology and health care.
 - Excellent communication and presentation skills.
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PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Business and Customer Service

- Administrative Assistant for college Athletic Office. Managed telephones and all correspondence.
- Performed word processing, created and maintained spreadsheets, prepared PowerPoint presentations.
- Responsible for administrative functions such as filing, data entry, and visitor relations.
- As Hostess / Team Leader, provided personalized customer service to patrons in fine dining settings.
- Supervised customer service, ensuring prompt delivery of orders and highest levels of service at all times, for both restaurant floor and catered events.
- Performed staff orientation and training, assisted with scheduling.
- Met or exceeded all sales goals. Consistently recognized for Outstanding Sales and Customer Service.

Education

- Served in paid and volunteer positions as teacher and instructor for youth and women's organizations.
- Instructed athletics and anger management programs at YMCA, for children grades K through five.
- Taught dance studies for youths and teenagers for three years.
- Carried out tutoring and physical training for children with learning disabilities and / or from low income environments.
- Provided life skills education for developmentally-delayed teenager. Set short and long-term goals, monitored progress, and assisted with accomplishment of daily objectives.

Healthcare

- Served as live-in caregiver for developmentally delayed and physically challenged teenager.
 - Distributed medications on fixed schedules, for conditions such as seizures, attention deficit syndrome, and uro-genital ailments.
 - Communicated regularly with healthcare professionals, managed regular and emergency situations relating to physical and developmental issues.
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EMPLOYMENT HISTORY

Habilitation Technician, Private, Greensboro, NC (1996 – Present)

Hostess, Tripps, Greensboro, NC (2002 – Present)

Youth Mentor, University of North Carolina, Greensboro, NC (2001)

Hostess / Team Leader, Sabino's, Greensboro, NC (2000 – 2002)

Bridges to Success Teacher, Guilford County YMCA, Greensboro, NC (2000 – 2001)

Hostess / Team Leader, Brookridge, Mt. Olive, NC (1998 – 2000)

Administrative Assistant, Mt. Olive College, Mt. Olive, NC (1998)

Youth Dance Instructor, CC Dance Company, Madison, NC (1995 – 1998)

EDUCATION

B.A. in History, University of North Carolina, Greensboro, NC (2002)

COMPUTER SKILLS

Windows, MS Office, PowerPoint, Internet

ADDITIONAL INFORMATION

Completed semester abroad in Spain, 2002

Miss America Preliminaries, Scholarship Recipient (1999, 2000)