



CARTER BRUMLEY

CONTACT

📞 903-249-7351

✉ carterlarkinb@gmail.com

📍 Paris, Texas

EDUCATION

(2021) Bachelor of Science In Learning and Technology

Texas A&M-Commerce

(2015) Texas Cosmetology License

Paris Junior College

SKILLS

- Social Media Marketing
- Customer Service
- Leadership Experience
- Project Management
- Graphic Design

PROFILE

I am currently the manager of a boutique, that also specializes in custom vinyl design. I love to engage and interact with people in the store and on social media. I thoroughly enjoy working in customer service.

EXPERIENCE

Boutique Manager

Paris Baby | Sept 2019 - present

- Create a comfortable and inviting boutique environment to make customers feel welcome and happy to make purchases in the store, online, and through social media.
- Track store inventory and coordinate new purchases to keep adequate merchandise on hand for sales.
- Building the boutique's reputation for effectively serving customers, positive customer relations, and smooth service delivery.

Teller

Guaranty Bank & Trust | June 2018- June 2019

- Accepted deposits of both checks and cash and validating deposit slips.
- Processed cash withdrawals.
- Verified customers, admitting them to their safety deposit boxes and opening and closing vaults.

Waitress

Harrison Walker & Harper | July 2014 - June 2018

- Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
- Maintained customer satisfaction with timely table check-ins to assess food and beverage needs.
- Stayed up-to-date on menu changes to offer current and accurate information and help customers select optimal meal choices based on individual preferences.

CARTER BRUMLEY

CONTACT



903-249-7351



carterlarkinb@gmail.com



Paris, Texas

To whom it may concern

Thank you for the opportunity to apply for the Customer Experience Operations Coordinator at Rent the Runway. After reviewing your job description, it is clear that you are seeking a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully perform the job above expectations.

I am a hard-working college student (3.4GPA Bachelors of Science in Learning and Technology) I will be graduating from Texas A&M University-Commerce in December 2021. During the course of my academic career, I have managed to accrue nearly 8 years of work experience. I had the privilege of working for Paris Baby in management, where I've learned valuable professional skills such as conflict resolution, customer needs assessment, and customer satisfaction. In both my academic and professional life, I have been consistently praised as detail-oriented both as a student and employee. I apply proven communication, creative thinking, and management skills, which I hope to leverage into a Customer Experience Operations Coordinator at Rent the Runway.

Thank you for your consideration, and I look forward to hearing from you.

Carter Brumley