

Taylor Gaston

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Authorized to work in the US for any employer

Work Experience

Personal Shopper

Sam's Club - Saint Cloud, MN

April 2022 to Present

- Picking orders
- Staging orders
- Bringing orders to customers in under 5 minutes
- Grabbing carts from the parking lot
- Scanning receipts at the exit door
- Ability to pick 100 items in 1 hour
- Managing myself
- Working with a team

Sales Supervisor

DSW-Designer Shoe Warehouse - Coon Rapids, MN

August 2021 to December 2021

- Handling all people-related things including making things for staff to keep them motivated and helping shoe lovers find the perfect pair!
- Payroll
- Scheduling
- Bank runs
- Holding everyone accountable for both the good and bad
- Organizing the stockroom
- Keeping up to date with all policies and procedures
- Picking, packing, and sending online orders using the webstore system
- Following guidelines for thefts that occur as well as stopping them from occurring using customer service

Assistant Manager

Massage Envy - Maple Grove, MN

December 2019 to June 2021

- Selling memberships
- Talking with customers who have had unpleasant experiences and helping them have a more positive one
- Answer incoming phone calls
- Booking appointments
- Filing new client paperwork

- Light Housekeeping
- Filing

Education

Some College in Forensic Chemistry

St. Cloud State University; St. Cloud State; SCSU - Saint Cloud, MN
May 2022 to Present

Coon Rapids High School
June 2018

Skills

- patience
- Food Service
- Front desk
- Customer service
- POS
- Sales (2 years)

Certifications and Licenses

Driver's License

Assessments

Work style: Conscientiousness — Highly Proficient

June 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Highly Proficient](#)

Medical receptionist skills — Expert

March 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

Customer focus & orientation — Proficient

May 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Customer service fit — Highly Proficient

March 2021

Measures the traits that are important for success for customer service roles

Full results: [Highly Proficient](#)

Customer service fit — Highly Proficient

March 2021

Measures the traits that are important for success for customer service roles

Full results: [Highly Proficient](#)

Scheduling — Highly Proficient

April 2021

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

July 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

July 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Logic & critical thinking — Highly Proficient

August 2021

Using logic to solve problems.

Full results: [Highly Proficient](#)

Warehouse associate — Proficient

July 2021

Assesses the tendencies that are important for success in warehouse roles

Full results: [Proficient](#)

Office manager — Highly Proficient

August 2021

Scheduling and budgeting

Full results: [Highly Proficient](#)

Work style: Reliability — Proficient

June 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Filing & organization — Familiar

June 2021

Arranging and managing information or materials using a set of rules

Full results: [Familiar](#)

Logic & critical thinking — Highly Proficient

August 2021

Using logic to solve problems.

Full results: [Highly Proficient](#)

Attention to detail — Proficient

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.