

Lauren James

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PROFILE

I'm a quick learner and a hard worker. I'm well organized and very detail oriented. I have experience with customer service and oral communication due to four years working at a local movie theater. I'm artistic and able to design promotable posters and attention grabbers for customers.

EXPERIENCE

Showtime Cinemas Connersville, IN

Cashier Sept 2013 - May 2017

- Changing showtimes and ensuring correct showtimes and correlating ticket prices.
- Customer Transactions for in-house and online ticket sales.
- Assisting customers by providing information and resolving their complaints.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Supervise others and provide on the job training.
- Issue receipts, credits, or change due to customers.
- Greet customers entering the establishment.

Cleaner and Maintenance Sept 2014 - May 2017

- Service, clean, or supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Paint walls and rails inside theaters for upkeep.

Concessions Sept 2013 - May 2017

- Prepare bills for food using cash registers to accept payment and make change.
- Cook or prepare food items using standard formulas and filling directions.
- Perform cleaning duties such as sweeping, mopping, and washing dishes to keep equipment and facilities sanitary.

- Replenish food at service stations.

EDUCATION

Connersville Senior High School, Connersville, IN — High School Diploma

Indiana University East, Richmond, IN — College Credits, August 2015 - December 2016

Academy of Art University, San Francisco, CA — Illustration Candidate, expected graduation, May 2019

SKILLS

- Organization
- Artistic
- Money Management
- Time management
- Interpersonal Skills