

Alise Skiba

6500 Phinney Ave N, Seattle WA, 98106
(360) 890-7675
aliseskiba8@hotmail.com

SKILLS

Highly ambitious young adult with a strong work ethic and experience in operations and assistant positions. Possesses the ability to learn and adapt quickly to new concepts.

Cooperative team member

Diligent worker

Reliable and Independent

Organized

Quick learner

Excellent customer service

Positive/ Energetic

Task management

PROFESSIONAL EXPERIENCE

Art of Kind Design, self employed

Web design & web consulting

February 2021 — present

Responsibilities:

- Communicate with the needs of clients and work self directed to complete design ideas

- Work with multiple apps & web platforms to integrate web services

- Train clients in how to edit and use websites & lead pages created

eFinancial, Seattle, WA

Account Executive

February 2021 – June 2022

Responsibilities:

- Work with individuals across the nation to provide life insurance

- Provide excellent customer service & sales techniques to understand needs of customer

- Maintain a robust pipeline of prospects and clients

- Prepare and deliver life insurance policies

Flow Shala, Bellingham, WA

Operations Manager and Executive Assistant

January 2019 – February 2021

Responsibilities:

- Manage team and studio

- Implement operation systems and delegate tasks for higher productivity and efficiency

- Handle customer complaints and customer service to ensure satisfaction

- Manage high task load

Learn and teach online platforms for daily operations
Assist Owner/ Operator in scheduling and any daily needs

Armor Pest Defense, Las Vegas, NV
Sales Representative and Co-Manager
May 2016 – September 2016

Responsibilities:

- Help manage team meetings and sales training
- Recruit for sales team
- Oversee team members and provide support

Armor Pest Defense, Las Vegas, NV
Sales Representative
May 2015 – August 2015

Achievements:

- Trained as co-manager
- Ranked 1st in sales serviced for team
- Sold over 150 accounts in 3 months

Responsibilities:

- Knock required hours to hit sales goals
- Study to maintain sales abilities
- Give presentation to prospects to sell pest control account
- Self-assess and make necessary changes to increase sales

Mount Baker Ski Area, Deming, WA
Instruction Sales

November 2016-March 2019

Responsibilities:

- Provide excellent customer service in a fast-paced environment
- Work with a team to coordinate information
- Memorize a database of information to help inform customers

EDUCATION

Ellensburg High School, Ellensburg WA — *Diploma*

Graduated 2014

Graduated with honors, at the top 10% of the school.

REFERENCES

Summer Huntington, Flow Shala — *Owner*

360-927-2710

Dr. Kelsi Ervin, Water Shine Hydrotherapy — *Owner*

816-547-4334

Harper Stone, Majestic Adventures — *Owner*

303-882-3729

Ben Ray, Armor Pest Defense — *Manager of Sales Team*

208-709-5148
