

Kristen A. Tavarez
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Objective Seeking a career which will allow me to grow professionally. I am a high performing individual demonstrating drive, enthusiasm and initiative with the ability to work well under pressure while maintaining a high standard of people skills. I have Office Administrative and Retail Management background. I'm a quick learner and willing to be trained in any position necessary. I'm also adaptable and flexible to knowledge and my schedule. Loyal and highly responsible person that can handle a variety of tasks.

Work History

4/19-Present Assistant Manager-Massage Envy 1927 Carl D. Silver PKWY Fredericksburg Va. 22401

7/18-10/18 Office Manager-Confident About Teeth Inc.(DENTIST LAB) Fredericksburg Va. 22401

10/17-7/18 Sales Supervisor-Michael Kors Outlet 2700 Potomac Mills Mall Woodbridge VA. 22912

3/17-10/17 Assistant Store Manager-Michael Kors Lifestyle (Transferred) 11750 Fair Oaks Fairfax, VA 22033

11/16-4/17 Store manager-Steve Madden 241 Fort Evans Rd NE Leesburg, VA 20176 Sales Supervisor-Steve Madden 2700 Potomac Mills Mall Woodbridge VA. 22912

06/16-11/16 Assistant Store Manager-Nine West 2700 Potomac Mills Mall Woodbridge VA. 22912

10/2015- 11/2016 Sales Associate/Cashier/Tasker-Michael Kors Outlet 2700 Potomac Mills Woodbridge, Va. 22192

10/2014-10/15 Office Admin-New Direction Community Outreach Service(NDCOS) 500 Lafayette Boulevard Suite 205 Fredericksburg, Va 22401

2/2011-10/15 Teachers Assistant-Minnieland Academy 4713 Southpoint Pkwy, Fredericksburg, VA 22407

1/2008-2010 Teacher Assistant- Minnieland Academy

Key Skills: Organization, creative thinking, able to multitask, work under pressure, dedication and enthusiasm, ability to balance workload efficiently, Policy and Procedure Training, floor plan Designer (store floor plan), bookkeeping, data entry inventory, MS Word, Word Docs., Excel, Outlook, Next Lab software, Meevo software, event coordinating, payroll, recruiting, sales, sales management, office management and inventory

Education

Senior Stafford High School- Diploma

Arlington Bartending School- Mixology