

Robert Wrenn Vieth

(240) 858-2195

Rockville, MD 20850

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Qualifications

- Expert at providing courteous and efficient customer service
- Management and supervisory experience in a high-volume retail environment
- Three years of experience in shipping/receiving, stocking and merchandising
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, Access, Outlook

Experience

Shift Lead/Manager on Duty Full Time (30-40hr per week)

February 2020 – December 2021

Walgreens, *Potomac, MD*

- Perform store opening and closing procedures, including balancing cash drawers
- Demonstrate leadership by providing excellent customer service, managing conflicts
- Receive inventory shipments and vendors; manage warehouse operations
- Oversee and troubleshoot operation of POS systems and photo development computers

Sales Representative Intern Part Time (20hr per week)

August 2018 – May 2019

Williams Lumber and Ed Herrington's Hardware, *Hudson Valley, NY*

- Provided exemplary customer service, conducting sales and helping load guests' vehicles
- Offered product recommendations based on guests' expressed needs and preferences
- Unloaded hardware merchandise from trucks in receiving lot and organized categorically
- Accurately and efficiently stocked hardware in store following UPC and SKU codes

Stage Maintenance Intern Part Time (20hr per week)

June 2018 – August 2018

Sharon Playhouse, *Sharon, CT*

- Arranged set pieces and props on stage in preparation for five theatre productions
- Coordinated with directors to determine best possible stage setup for each production
- Watered plants, arranged furniture, and cleaned up litter in between performances

Administrative Intern Part Time (20hr per week)

March 2018 – August 2018

Sharon Historical Society, *Sharon, CT*

- Collected and tracked incoming mail including donations to the *Historical Society*
- Organized contact information of current and previous donors using Microsoft Office
- Mailed thank you letters, advertisements for events, and solicitations for donations

Education

Associate of Arts

May 2021

Montgomery College, *Rockville, MD*
Major: General Studies; GPA: 3.56

High School Diploma

June 2015

Eagle Hill High School, *Hardwick, MA*

Certifications

CompTIA A+ Certification

CompTIA Security + Certification

February 2023-Present