



Elaina Hart

📍 Fortville, IN 46040 📞 7656603151

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PROFESSIONAL SUMMARY

I am an experienced and effective Boutique owner with strong leadership and relationship-building skills to successfully sell clothing items to middle aged women. I am well versed in budget development, administration, day to day project management and team leadership. Decisive, persistent and responsive to changing business needed.

SKILLS

- Consistently meet goals
- Team leadership
- Timeline management
- Analytical
- Flexible
- Verbal and written communication
- Organized
- Deadline-oriented
- Problem-Solving
- Organization and Time Management
- Computer Skills
- Project Planning
- Attention to Detail
- Decision-Making
- Critical Thinking
- Relationship Building
- Team Management
- Organization
- Analytical and Critical Thinking
- Public Speaking
- Customer Service
- Excellent Communication
- Multitasking

WORK HISTORY

LIFE INSURANCE AGENT

Divine Life | Fishers, United States

- Assisted clients in navigating complex claims processes, ensuring timely payouts and minimal stress during difficult times.
- Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas.
- Increased client satisfaction by providing personalized and knowledgeable life insurance consultations.

- Calculated premiums and established payment methods for sales.

SALES ASSOCIATE

Maurices | Marion IN

- Maintained up-to-date knowledge of store sales, payment policies and security standards.
- Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Increased sales revenue by building strong rapport with customers and recommending appropriate products based on their needs.
- Maintained accurate inventory records to ensure adequate stock levels, minimizing out-of-stock situations that could impact customer satisfaction.

STUDENT TEACHER

Marion School District | Marion, United States

- Scheduled conferences with parents to discuss students' progress and classroom behavior.
- Utilized varied teaching techniques for different learning styles, ensuring all students had access to course material.
- Boosted cultural awareness by incorporating children's literature from world cultures.
- Designed lessons on for students using various teaching methods and modern classroom technologies.

EDUCATIO N

High School Diploma

Mississinewa High School, Gas City, IN

Taylor University, Upland, IN