

# Angel Cole

2669 Hawco Drive,  
Grand Prairie, Texas  
75052  
(817) 822-4877  
angelcole91102@gmail.com

## EXPERIENCE

### **Dollar General, Grand Prairie, Texas — Key Holder**

December 2023 – October – 2024

- Responsible for opening and closing the store, maintaining store cleanliness and organization, also balancing registers, making bank deposits and recording financial information.
- Assisted customers with different inquiries and tended to their complaints.
- Ensured areas were up to par with front-facing, resolving all issues and helped run the store when management were away.

### **CSL Plasma, Dallas, Texas — Medical Receptionist**

August 2022 – November 2023

- Committed to meet customer service expectations, answering and making phone calls on behalf of office employees, and maintaining the reception area.
- Conducted a registration procedure to verify patients' suitability for the plasma pheresis process.
- Recorded donor pulse, blood pressure, finger stick and temperature measures.

### **Medline Industries, Wilmer Texas— Order Picker**

March 2022 – August 2022

- Responsible for locating products using handheld RF scanners, verifying item numbers and quantities while picking and packing goods for dispatch.
- Attention to detail, safety awareness, and maintained cleanliness.
- Perform product quality assurance checks for damage or defects before picking, making sure to document/report any issues with items.

### **Sally Beauty Supply, Dallas, Texas — Beauty Advisor**

February 2021 – February 2022

- Greeted customers and made sure they felt welcomed.
- I provided each customer with my personalized service to help them meet their beauty goals.
- Met sales targets, monitored stock levels and re-ordered items, and handled cash and card payments.

### **Bahama Beach Waterpark, Dallas, Texas — Gate Attendant**

May 2019 – August 2019

- Provided a warm welcome to guest ensuring their comfort from the moment they arrived at the establishment.
- Ensuring that customers are satisfied with their experience by answering questions, providing information, and resolving issues.
- Performed tasks such as custodial duties, restocking, and maintaining equipment and facilities.

## SKILLS

- Client Engagement
- Inventory Control
- Product Fulfillment
- Customer Advocacy
- Risk Management
- Adaptability
- Typing Skills
- Order Picking
- Customer Service
- Pallet Jack
- Data Analysis

## AWARDS

National Honor Society

## LANGUAGES

Fluent: English

## EDUCATION

Lancaster High School ~  
High School Diploma

