

Madelyn Forbes

Las Vegas, NV 89122

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Authorized to work in the US for any employer

Work Experience

Adoption Counselor and kennel attendant

Hearts Alive Village-Las Vegas, NV

April 2024 to Present

Customer Service

Adoptions

Phone calls

Cleaning

Digital Personal Shopper

Walmart-Las Vegas, NV

October 2023 to April 2024

Front Desk Receptionist

Henderson Pet Resort-Las Vegas, NV

April 2023 to November 2023

Answering numerous phones

Checking in clients

Customer service

Opening duties

Assistant Manager

Boogie Time LV / Mayte's Rescue-Las Vegas, NV

February 2022 to April 2023

Employee scheduling

Training new employees

Phone calls

Customer Service

Reception

Checking clients/dogs in and out

Assisted with dog rescue

Maintained Health of all animals in facility

Ensuring all employees were on task

Maintaining cleanliness of whole facility

Fed, walked, administered medications to dogs, cats, and small animals

Sales Associate/Stock Associate

Bed Bath & Beyond-Las Vegas, NV

October 2020 to May 2022

Picking online fulfillment orders
Packing and shipping online orders
Receiving and processing damages
Customer service
Phone calls
Returns
Placing online orders
Stocking and zoning shelves
Cashiering

Administrative Assistant

A.L.Enterprises-Las Vegas, NV

January 2018 to October 2020

Packing and shipping online orders
Maintaining stock of product
Maintaining inventory
Keeping facility clean
Building products

Education

High school diploma

August 2017 to May 2021

Skills

- Communication skills
- Retail sales
- Cash Handling
- Inventory Control
- Front desk
- Customer service
- Animal restraint
- Kennel experience
- Sales
- Animal care
- Dog Handling
- Merchandising
- Pet care
- Cash handling

- Administrative Experience
- Assistant Manager Experience
- Animal handling
- Cash register

Certifications and Licenses

Driver's License

December 2019 to June 2027