

Caitlin A. Kapolas

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Current Address

630 N Madison
Hinsdale, IL 60521
(630) 660-2755

Permanent Address

630 N Madison
Hinsdale, IL 60521
(630) 789-0532

SUMMARY

A highly motivated, energetic team player with exceptional written, organizational, verbal and communication skills, possessing advanced interpersonal skills that are sure to inspire everyone to sustain a professional atmosphere.

EDUCATION

The University of Iowa, Iowa City, IA

May 2008

Major: Communication Studies

Minor: English

PROFESSIONAL EXPERIENCE**Shop 105**

2005-2007

Assistant manager, sales representative, buyer, Iowa City, IA

- Assisted in opening cosmetic fragrance shoppe
- Coordinated window displays, visual-in store displays, and advertisements
- Complete knowledge of product lines enabling advising customers with specific requests

Domby

Summer 2007

Sales Assistant, Iowa City, IA

- Prioritized restocking order according to customer demand
- Designed window displays and assembled and dressed mannequins
- Created sales signs/advertisements
- Filed and managed daily paperwork and outgoing/incoming deliveries
- Assisted in organizing and completing inventory

French Toast

2004-2008

Sales Assistant, Assistant Manager, Hinsdale, IL

- Handled deliveries on a daily basis
- Completed and sent out mailing lists, memos, and letters
- Created display units, handled inventory, and merchandised store items
- Recorded daily totals and calculated sales
- Assisted an average of about 200 customers per shift in locating merchandise and purchasing items

Hinsdale Community Pool

Summer 2002-04

Lifeguard, Hinsdale, IL

- CPR certified
- Trained to work well in emergencies
- Checked in pool members
- Answered phone calls and member questions
- Handled and updated member pool passes
- Collected daily totals for the day and operated daily transactions

ACTIVITIES**Campus and Volunteer Work**

- Kappa Alpha Theta, The University of Iowa
- Special Events chair, Kappa Alpha Theta (Formal, Date Party, Mom/Dad Weekend) 2004-2006
- Board member of Mom's Day Club, Kappa Alpha Theta
- Big Brothers Big Sisters 2004-2008
- Dance Marathon 2005
- Sunday School teacher, St. Isaac Jogues 1999-2007

SKILLS: Excellent organizational and communication skills, proficient with all Microsoft applications including Access, Word, Publisher, PowerPoint, and Excel. Great creative and designing skills. Proficient in Mac/Apple platform.