# Paraskevi Jensen

*Retail and Hospitality Professional*

Portland · Oregon · US

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| **Profile**  Resourceful retail and hospitality professional with 9 years of experience in fast‑paced customer‑facing environments. Proven ability to manage inventory, coordinate events, and supervise small teams. Recognized for strong interpersonal skills, reliability, and a hands‑on approach to problem solving. Seeking a transitional role where organisational and communication strengths can add value.  **Skills**  Point‑of‑Sale (POS) Systems & Cash Handling, Inventory Control & Stock Replenishment, Event Planning & Coordination, Microsoft Office, Social Media Content Management, Team Collaboration & Shift Supervision, Customer Interaction & Complaint Resolution, Time Management & Scheduling, Basic HTML & Website Content Updates  **Languages**  English — Native speaker  Greek — Conversational  **Awards**  Reduced Store Shrinkage | 2020-12-01  Blue Harbor Outfitters  Implemented a barcode‑scanning audit process at Blue Harbor Outfitters, decreasing inventory loss from 4 % to 2 % within one year.  High‑Impact Event Delivery | 2019-06-01  Pacific Events Co.  Delivered a 150‑person product launch for a local tech startup that achieved a 95 % satisfaction rating in post‑event surveys.  **Certifications**  Food Safety Manager Certification | 2016-01-01  ServSafe  **Interests**  Urban gardening  Amateur photography  Contemporary folk music | **Experience**  **Retail Assistant / Shift Supervisor at Blue Harbor Outfitters**  01 May 2019 – 30 Apr 2022  Operated cash registers, processed transactions averaging $4,500 daily, and balanced end‑of‑shift receipts. Managed inventory for a 2,500‑sq‑ft store; conducted monthly stocktakes and reduced shrinkage by 12 %. Supervised a team of 4‑5 sales associates during peak periods, delegating tasks and handling schedule adjustments. Assisted customers in product selection; resolved in‑store complaints through calm, solution‑focused communication. Trained new hires on POS procedures, store policies, and visual merchandising standards.   * Operated cash registers, processed transactions averaging $4,500 daily, and balanced end‑of‑shift receipts. * Managed inventory for a 2,500‑sq‑ft store; conducted monthly stocktakes and reduced shrinkage by 12 %. * Supervised a team of 4‑5 sales associates during peak periods, delegating tasks and handling schedule adjustments. * Assisted customers in product selection; resolved in‑store complaints through calm, solution‑focused communication. * Trained new hires on POS procedures, store policies, and visual merchandising standards.   **Event Coordinator (Contract) at Pacific Events Co.**  01 Jan 2018 – 31 Mar 2019  Planned and executed corporate and community events ranging from 20‑person workshops to 200‑person conferences. Negotiated vendor contracts, managed budgets up to $25,000, and ensured on‑time delivery of equipment and supplies. Coordinated on‑site logistics, including seating arrangements, audio‑visual setup, and catering services. Produced post‑event reports evaluating attendee satisfaction and budget adherence.   * Planned and executed corporate and community events ranging from 20‑person workshops to 200‑person conferences. * Negotiated vendor contracts, managed budgets up to $25,000, and ensured on‑time delivery of equipment and supplies. * Coordinated on‑site logistics, including seating arrangements, audio‑visual setup, and catering services. * Produced post‑event reports evaluating attendee satisfaction and budget adherence.   **Barista & Floor Staff at Brewed Awakening Café**  01 Jun 2015 – 31 Dec 2017  Prepared specialty coffee beverages and maintained high cleanliness standards. Handled customer orders via POS, processed payments, and managed daily cash drops. Assisted with weekly inventory ordering and back‑room stock organization. Recognised as “Employee of the Month” (March 2016) for consistent punctuality and positive attitude.   * Prepared specialty coffee beverages and maintained high cleanliness standards. * Handled customer orders via POS, processed payments, and managed daily cash drops. * Assisted with weekly inventory ordering and back‑room stock organization. * Recognised as “Employee of the Month” (March 2016) for consistent punctuality and positive attitude.   **Retail Sales Associate (Seasonal) at Nordic Home Goods**  01 Nov 2014 – 30 Apr 2015  Provided product knowledge and assisted customers during holiday peak season. Maintained visual displays and performed regular stock replenishment.   * Provided product knowledge and assisted customers during holiday peak season. * Maintained visual displays and performed regular stock replenishment.   **Education & Training**  **Associate of Arts, Business Administration**  Portland Community College  – 01 May 2014  **References**  **Available upon request** |