

Chloe Malin

1012 Grant ave
Philadelphia, PA 19115
(215)987-8832
Chloemalin0@gmail.com

Skills

Creative, Teamwork, Critical thinking, problem solving, Customer service skills, communication

Experience

February 2018 - December 2019

Hair On The Square, Philadelphia, PA– *Receptionist and Assistant*

- Greet Customers as they walk in.
- Answer phones
- Book and confirm appointments
- Provide information
- Organize mail for shop owner
- Gather supplies for hairdressers
- Shampoo customers hair
- Sterilize tools
- Sanitize stations
- Stock and organize products

September 2020 - May 2021

Party City, Philadelphia, PA– *Sales Associate*

- Greet customers
- Answer phones
- Scan items and price check products
- Provide information on how to make a balloon order
- Organize balloons
- Make balloon orders
- Provide information on ways to get a product that is not sold in store
- Gather broken products
- Fold clothes
- Organize shelves
- Sanitize store
- Curbside

April 2021 - July 2021

Lowes, Philadelphia, PA– *Cashier*

- Clean and sanitize entire front end of the store

- Restock Inventory
- Collected returns
- Endorsed rewards program
- Enroll customers in credit card program
- Handled difficult customers with care and respect

September 2021- February 2022

Perkins, Philadelphia, PA- *Hostess*

- Greet Customers
- Seat Customers accordingly
- Handle long lines efficiently
- Take control of wait lists
- Communicate with my teams
- Adversities promotions, products and rewards
- Trained new employees

February 2021 - Present

Wilsons HCG, Philadelphia, PA- *Human Resources- Recruitment*

- Processing background checks and drivers checks
- Handle sensitive paperwork such as, social security, disability,
- Handled over-the-phone interviews
- Reviewed applications
- Scheduled appointments
- Scheduled trainings
- Hired applicants on site and over the phone
- Processing background checks and drivers checks
- Have experience with ATS systems such as scout logic, avature, ADP
- Acted as onsite talent acquisition representative for new hires
- directed workers who come to the HR office to the appropriate areas (wardrobe, badging, etc.)
- Completed any onsite document processing
- Conduct processor appointments with new hires and rehires to complete required paperwork such as I-9, direct deposit, parental consent forms, etc.
- Checked ID's
- Verified I9's
- Verified WOTC is completed
- Assisted applicants with completing onboarding paperwork
- Printing offer letters and training calendar
- Rescheduling milestones and potentially correcting offers if there are errors or changes
- Issued and collected work permits, minor forms
- Acted as onsite support representative for SeaWorld ambassadors
- Answered questions from guest and employees
- Filed paperwork

- Front desk coverage

Education

August 2017 - June 2021

Maritime Academy Charter School, Philadelphia, PA – *High School diploma*