



STACY RADINSKY

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Summary

Highly-motivated individual with a desire to take on new challenges. Strong work ethic, dependable, adaptability, and exceptional interpersonal skills. Adept at working effectively as a team member and unsupervised. Capable of mastering new skills. Experienced with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

Skills

- Communication
- Multitasking
- Self-Directed
- Task Prioritization
- Calm Under Pressure
- Data Entry
- Organization
- Team Management
- Customer Service
- Staff Leadership
- Multi-Line Phone Systems
- Prioritization and Time Management
- Filing Experience
- Verbal and Written Communication
- Alarm Systems
- Customer Service Management
- Cash Handling
- Task Delegation
- Assignment Delegation
- Supervisor
- Sales Expertise
- Leadership Skills
- Dependable and Punctual

Experience

Farm and Home Supply | Taylorville, IL
Department Supervisor
04/2021 - 12/2023

- Collaborated with management to determine key tasks and delegate to staff members.
- Trained and helped supervise staff to develop and maintain store revenue, team customer service skills and product knowledge.
- Researched out-of-stock items to find additional inventory in other store locations.
- Organized backroom storage areas to maximize efficiency of space utilization.
- Managed key holder responsibilities such as opening and closing the store, and arming/disarming alarm system.
- Replenished merchandise displays throughout the store as needed.
- Ensured store was opened and closed in a timely manner according to company policies.
- Verified accuracy of register tills at beginning and end of shift.
- Provided customer service including cashiering, merchandising and restocking shelves.
- Delegated work to staff, setting priorities and goals.
- Assisted in general housekeeping to maintain store image.
- Counted and balanced registers.
- Identified potential shoplifters through observation of suspicious behavior

or activities.

- Received shipments from vendors and ensured that all products were received and properly stored in their designated locations.
- Greeted customers at arrival to build positive relationships and discuss vehicles.
- Demonstrated knowledge of vehicles' features to customers during showroom visits and test drives.
- Managed sales negotiations and financing options.
- Attended weekly staff meetings to discuss new marketing initiatives and customer feedback.
- Provided follow-up customer service after a car sale was completed.
- Conducted test drives for prospective buyers.
- Maintained up-to-date database of sales contacts and customer information.
- Made 100 calls per shift to assist with customer questions and concerns.

Bob Brady Auto Mall | Decatur, Illinois

Sales

03/2019 - 04/2020

Education and Training

Mr. John's School of Cosmetology Esthetics And Nails | Decatur, IL

Illinois State Licensed

04/2016

MacArthur High School | Decatur, IL

High School Diploma

06/1991

References

References available upon request.