

Tiffany LeGreair

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Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

APW

MDHHS-MI Dept of Health and Human Services - Detroit, MI
April 2023 to Present

Works with clients and others to obtain and verify information needed to approve services under various financial assistance programs, food assistance, medical assistance and other programs administered by MDHHS

In-Store Shopper

Whole Foods Market - West Bloomfield Township, MI
November 2021 to January 2023

- Online Fulfill online orders
- Stage orders

Retail Merchandiser (Part-Time)

SAS Retail Services - Detroit, MI
July 2019 to June 2021

- Maintain Client objectives by ensuring secondary placements of product(s) are fully stocked, correctly signed, properly faced, and set to schematics
- Shelf Standards and Conditions: authorization of items to meet Client shelf schematic standards
- Meet Client and Company objectives by maintaining full distribution on existing SKUs.
- Take direction regarding tagging, rotating, and placing POS materials

Office Assistant

Drew's Girl Productions - Detroit, MI
August 2016 to June 2019

- Assist with answering phones
- Social Media Management (2 pages)
- Taking and documenting messages
- Managing all websites associated with Drew's Girl Productions
- Managing all stock making sure the stock in house matches the stock online.
- Scheduling meetings
- Assisting with other duties around the office.

Fulfillment Associate

Amazon - Brownstown, MI
December 2015 to August 2017

- Scanning packages in according to City
- Closing out packages
- Preparing them for shipping
- Resetting the floor next business day

Mail Processing Clerk

United States Postal Service - Pontiac, MI
November 2014 to September 2015

- Processing Mail
- Label the mail by different zip codes
- Make sure mail is dispatched by certain times

Front Counter Cashier

Burger King Excel Services - Detroit, MI
July 2011 to September 2012

- Multitasking between order taking and expediting
- Positive Attitude and Very Respectful
- Completes all task given

Receptionist

Spirit of Excellence Hair Salon - Detroit, MI
May 2008 to May 2009

- Making Daily Client Appointments
- Handling Weekly Money Deposits to the Bank
- Greeting Clients as they waited for service
- Answered incoming calls and took accurate messages
- Maintained salon organized and sanitized

Education

Computer Programming

Schoolcraft College - Livonia, MI
September 2010

Northwestern High School - Detroit, MI
June 2007

Skills

- Data Entry
- Receptionist
- Scheduling
- Word

- MS Office
- Inventory
- Planograms
- Merchandising
- Social Media Management
- Marketing
- Google Docs
- Retail Management
- Retail Sales
- Microsoft Excel
- Computer Skills
- Digital Marketing
- Mobile devices
- Customer service
- WordPress
- Phone etiquette