

Sloane Ayres  
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### **Objective**

Looking for a part time position to grow my customer service skills and learn the processes of daily business

### **Skills**

I am a dependable and highly self-motivated person with excellent customer service and problem solving skills. I am outgoing, personable with great people skills, work well with others, a quick learner, and a hard worker. I am familiar with Excel, Photoshop, Word and other computer programs.

### **Experience**

#### **Receptionist General Clerical Support Staff, GHILLOTTI Construction — June 2013- August 2013**

Responsibilities included, answering phones, helping other employees with small tasks, organizing information, and inputting information into certain programs such as Excel.

#### **Wrestling Statistics Keeper**

#### **Windsor Wrestling — 2009- Present**

Responsibilities include keeping track of time, matches, wrestlers and score, helping to plan one tournament a year, helping with fundraisers and other events

### **Education**

#### **Windsor High School**

#### **Nueva School for the Performing the Arts — 2011- 2015**

Participated in several ensemble productions as an actor in three; *Sent*, *Street Scene* and *Status Update*. Responsibilities included memorizing lines and blocking.