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| Kaitlin Shuman | 850 Jessica Way  San Jacinto, CA 92583  **(951) 550-1040**  **kshuman00@gmail.com** |
| EXPERIENCETom Bell Chevrolet , Redlands CA— *BDC Sales Consultant*March 2020 - July 2020 Working as a BDC Agent for Tom Bell, daily tasks consisted of following up with customers, answering all incoming calls, making potential customers into appointments and hitting all goals. Sunrise Ford, Fontana CA — *Retail Sales Consultant*January 2019 - November 2019 Working as a Sales Consultant for Sunrise Ford, daily tasks consisted of following up with all customers, making calls and hitting goals. I strive for 5 star surveys and smiles on all my customers' faces. Knowing the ins and outs of the vehicles is a crucial part of the job so memorization and listening is key. Claim Jumper, San Bernardino — *Server*October 2016 - December 2018 Working as a Server for Claim Jumper, daily tasks consisted of greeting all tables, taking food/drink orders, working cash registers, answering phones, carrying large trays, daily tasks, as well as, making sure food is made correctly and up to code. EDUCATIONBeaumont High School, Beaumont, CA — *High School Diploma*August 2014 - June 2018 | SKILLS  * Communication * Customer Service * Interpersonal Skills * Time Management * Critical Thinking * Problem Solving Skills * Teamwork/Collaboration * Professionalism * Work Ethic |