

Aiden Kirchner

I believe I will be a valuable member of your team. I have all the qualities and skills that you are looking for in that position. I am a fast learner and a good team member. I can work with less supervision and can work overtime if needed. I can also assure you that I can be an asset to your prestigious company, just give me the opportunity to show you.



1755 East Newark Road. Lapeer, MI 48446
(540) 294-4887
aidenkirchner@yahoo.com

EXPERIENCE

Stop In Food Stores, Waynesboro, VA — Assistant Manager August 2011 - January 2023

Have superior Customer Service Skills. Sweep, mop, change trash & clean the bathroom. Stock cigarettes and other Tobacco Products. Change outside trash, refill washer fluid, replace squeegees, sweep parking lot and power wash parking lot. Maintain cleanliness of the store. Receive, check invoice and stock products when receiving Grocery Truck. Count money and create deposits. Cash handling and balancing

Kirchner Admin Services, Stuarts Draft, VA — Owner/CEO March 2015 - Present

We offer several Legal Forms which we type up for the Client: Advance Directive

Last Will & Testament

Living Will

Bill of Sale

Power of Attorney

Separation & Divorce papers

We type up Resumes & Cover letters for Clients as well as helping with Job Searching and helping Clients apply for Jobs. We do Social Media Marketing for Client's Business. We also type up any document the Client needs typed up. We also create Websites & Blogs.

Avon, New York, NY — Sales Rep & Team Leader September 2014 - Present

Contact potential clients and work to sell them products and services offered by Avon. Handle customer issues. Being very persistent and customer oriented. Perform tasks such as updating customer database, conduct market research, meeting sales targets, promoting new products, reporting sales trends, recording orders, monitoring competitor activity, evaluating marketing campaigns. Being

professional and knowledgeable of the services and products offered. Networking and negotiating. Being client oriented, polite, responsive, and persistent. Being enthusiastic, ambitious, confident, motivated, and able to take initiative. Great communication and time management skills. Highly organized, clean and neat workspace. Excellent sales skills. Empowering women, making them feel more confident and beautiful. Utilizing social media to network and market my business. Signing contracts with newly signed up Avon Representatives.

SKILLS

Microsoft Office

Social Media Marketing Social Media

HTML

Web Design

Resume Writing

Open Office

Blogging

Poetry Writing

Leadership

Entrepreneurship

Marketing

Cash Handling

AWARDS

Editor's Choice Awards October 2006
For outstanding achievement in Poetry presented by poetry.com and the International Library of Poetry.

Editor's Choice Award
June 2005
For Outstanding Achievement in Poetry. presented by poetry.com and the International Library of Poetry.

Editors Choice Award
November 2008
For Outstanding Achievement in Poetry presented by

Poetry.com and the International Library of Poetry.

EDUCATION

Stuarts Draft HS, Stuarts Draft, VA —

Diploma September 1996 - June 2000

Future Farmers of America Club

WWRC, Fishersville, VA — *Diploma in Web*

Design August 2016 - March 2009

Student Government Association President, Student Tour Guide, Peer Mediator, Creator & Editor of Student Newsletter "Old Ragtime News"

#RiseAndGrind University, Lexington, KY — *Degree in Entrepreneurship*

August 2022 - Present

Avon University, New York, NY — *Degree in*

Entrepreneurship September 2014 - Present

Links

Aiden D. Kirchner Website —

<https://AidenDKirchner.com/> **Kirchner Admin**

Services — <https://kirchneradmin.weebly.com/>

Kirchner Admin Services —

<https://www.facebook.com/KirchnerAdmin/>

Entrepreneur Aiden —

<https://www.facebook.com/LeaderAiden>

Military Service

United States Army

2003-2005