

# Lindsey Robinson

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## Professional Summary

Dependable, people-centered professional with hands-on experience in business ownership, operations management, and customer-focused environments. Recognized for strong leadership, adaptability, and the ability to keep teams organized, motivated, and productive. Brings a solid work ethic, clear communication style, and a proven track record of learning quickly and delivering consistent results.

## Core Strengths

- Team Leadership & Collaboration
- Customer Service Excellence
- Operations & Workflow Management
- Reliability & Time Management
- Problem Solving & Adaptability
- Clear Communication & Conflict Resolution

## Professional Experience

### **Business Owner | Antique Retail Store**

- Owned and operated an independent retail business, managing daily operations from opening to close
- Maintained organized inventory systems and merchandising standards
- Built strong customer relationships through trust, consistency, and personalized service
- Managed pricing, sales, scheduling, and problem resolution independently
- Demonstrated accountability, initiative, and long-term operational responsibility

### **Restaurant Manager**

- Oversaw daily restaurant operations in a fast-paced environment
- Scheduled, trained, and supported staff to ensure smooth workflow
- Addressed customer concerns quickly while maintaining service standards
- Encouraged teamwork, efficiency, and clear communication during peak hours
- Balanced leadership with hands-on support to keep operations running smoothly

### **Customer Service Representative | Healthcare Industry**

- Worked in a structured, compliance-driven environment requiring accuracy and confidentiality
- Assisted customers with professionalism, patience, and empathy
- Followed established procedures while meeting quality and performance standards
- Collaborated with team members to resolve issues efficiently

## Additional Qualities

- Strong attendance and dependable work habits
- Comfortable learning new systems and processes
- Calm under pressure and adaptable to change
- Positive attitude with a team-first mindset