

Karlee Squires

Accountable, Honest, Passionate, Community Driven

(702) 826-0663

Karlee_squires@outlook.com

EXPERIENCE

Costco Wholesale, 2020-Current — Area Manager

- As Hardline/Majors Area Manager (2023), Foods/HABA Area Manager (2022), Clothing Supervisor (2022), Handled hiring, training and running operational procedures for the department. Communicated with buying team, tracking and driving sales, & running the forklift training program.
- As Forklift Driver, used problem solving, leadership, and organizational skills to drive multiple departments. Secretary for Safety Committee.
- As Receiving Clerk, handled merchandise auditing, keying and accepting goods, and is a forklift operator. Cross-trained in RTV and Garden Center.
- As Member Services Assistant, focused on customer and cashier support, cross trained in Bakery, Meat, & Food Court.

Royal Caribbean Cruises, 2019 — Lead Singer/Vocal Captain

- Performed nightly, Produced singer cabarets, Hosted events • Crew Welfare Representative for the Entertainment Division

AMDA College, 2015-2019 — Marketing/Production Assistant

- As Production Assistant, produced and directed marketing campaigns and photo shoots, coordinating large groups.
- As Marketing Assistant, led research projects and provided administrative support (exp. organizing, filing, and computer skills).
- Trained new employees. Kept track of merchandise and retail sales, including cataloging inventory.

EDUCATION

AMDA College and Conservatory — Bachelor of Fine Arts

October 2013 - February 2017

ES Beaumont Composite High School — Diploma

Students Union President; also part of Yearbook, SAPP, and SADD group

Volunteer Experience

University of Alberta Standardized Patient Program (2020- current), Greater Vancouver Food Bank (2019), Barking Bitches and Angel City Pitbulls (2018), Hollywood Fringe Festival (2017, 2018), LA Independent Film Festival (2017), Only in Hollywood (2015)

SKILLS

- Strategic target marketing and research
- Accumulating, Collecting, & Analyzing Data
- Computer Skills: MAC and PC proficient, Microsoft Office Suite, Adobe Photoshop (basic), Coding (basic)

Costco Certifications

- 'Certified Forklift Trainer' for Counterbalance Forklift, Propane Sit Down Forklift & Electric Pallet Jack

(Class 1, 4, 5, & 8)

- Skyjack Scissor Lift
- Fall Arrest
- Dangerous Goods
- Temp/Zone/Steel Walks
- Costco Food Safe Level 2
- First Aid Level C CPR & AED