

# Sophia Leep

Fort Worth, TX 76244

sophialeep101@gmail.com

4065814987

## Education

### Associate of Applied Science in Mortuary Science

*Dallas Institute of Funeral Service,*

*Dallas | Expected in December 2025*

### Licensed Esthetician

*Amara Advanced School of*

*Esthetics, Bozeman | April 2021*

Hardworking and passionate job seeker with strong organizational skills eager to secure entry level funeral associate position. Ready to help team achieve company goals.

## Skills

- Order Processing
- Inventory Control
- Contract Preparation
- Client Account Management

## Work History

### Sales Associate

*Specs Liquor And Bar Supply, Fort Worth | September 2024 - Current*

- Accurately processed POS transactions, returning coin, currency, payment cards, and receipts to customers.
- Maintained calm demeanor and professionally managed issues in busy, high-stress situations.
- Engaged with customers to effectively build rapport and lasting relationships.
- Answered customer questions about sizing, accessories, and merchandise care.

### Barista

*Tom Thumb, Southlake, TX | February 2023 - September 2024*

- Maintained regular and consistent attendance and punctuality.
- Cleaned counters, machines, utensils, and seating areas daily.
- Pleasantly interacted with customers during hectic periods to promote fun, positive environment.
- Operated espresso machines and commercial coffee brewers to create beverages.

### Insurance Agent

*Farmers, Southlake, TX | July 2021 - January 2023*

- Determined client needs and financial situations by listening and

scheduling fact-finding appointments.

- Maintained high standards of customer service by building relationships with clients.
- Responded to customer calls swiftly to resolve issues and answer questions.
- Built relationships with clients using active listening and issue resolution to provide excellent service.

## **Esthetician**

*Hand And Stone, Fort Worth, TX | January 2020 - July 2021*

- Educated patients on treatment options.
- Performed waxing, body wrap application, and gentle exfoliation to improve overall skin condition.
- Sterilized equipment for patient treatments.
- Stocked treatment rooms with proper supplies.