Nilufer Saglam nilufersglam@gmail.com | 1207 Old Knoll Dr. Wylie, TX 75098 (972) 834-1792

Summary Experienced in customer service, logistics, retail, and food service, with a strong background in high-end and fast-paced restaurant environments. Skilled in multitasking, problem-solving, and team leadership, ensuring seamless operations and top-tier guest experiences. Adept at managing inventory, optimizing workflows, and maintaining compliance with safety and service standards. Committed to delivering exceptional service, efficiency, and customer satisfaction in both hospitality and retail settings.

EXPERIENCE

Book Store, Richardson — *Bookstore Assistant*

Oct 2019 - Nov 2020

- Managed book inventory by entering data into the system, ensuring accurate records and organization.
- -Maintained the cleanliness and quality of books while overseeing packaging and preparation for distribution.

Aviva Wholesale, Dallas — Customer Service & Logistics Supervisor

NOV 2020 - JAN 2022

- Managed logistics and customer service operations, streamlining processes for better inventory management and customer satisfaction.
- -Addressed customer concerns with efficiency, enhancing the customer service experience and foster loyalty.
- -Accurately processed transactions as a cashier, maintaining meticulous financial record

DTF Order, Richardson—Customer Service Representative

AUG 2023 - OCT 2023

-Delivered outstanding customer service, swiftly resolving inquiries to ensure customer satisfaction. -Worked effectively in a team-oriented environment, supporting peers and enhancing team performan

Decent Trading, Richardson—Sales Advisor

Feb 2024 - Jun 2024

- -Excelled in delivering exceptional customer service, effectively addressing and resolving custom inquiries to drive satisfaction and loyalty.
- -Demonstrated strong teamwork abilities, contributing to a collaborative environment

that boosted overall sales performance and team productivity.

TopGolf, Allen— BayHost (Server)

Apr 2024 - Jul 2024

- -Greet and assist guests at Topgolf, taking food and drink orders, maintaining cleanliness, and ensuring a positive experience.
- -Handle guest inquiries, resolve issues, and adhere to safety and health regulations.

Axiland, Dallas— Store Manager

Sep 2024 - Present

- -Managed day-to-day operations and customer relations at Axiland Dallas, focusing on rhinestone and heat transfer vinyl supplies.
- -Supervised a team while optimizing inventory and sales strategies for custom apparel and accessories.
- -Coordinated promotional events and managed supplier relationships to ensure high-quality products and timely deliveries.

Razzoos, Irving - Server

Jan 2025 - Present

- -Greet and serve guests by taking food and drink orders while efficiently managing multiple tables to ensure a great dining experience.
- -Follow company service standards, comply with food safety regulations, and quickly adapt to new tasks while working effectively in a team environment.

EDUCATION

Collin College, Wylie — Association Degree

AUG 2023 - MAY 2024

Mechanical Engineering

University of North Texas, Denton—Bachelor's Degree

AUG 2023 - DEC 2024

AIR FORCE ROTC

Certifications

TABC Certification + National Food Handl

Valid until Mar 2025

HSI CPR and AED Certificatio

Valid until Nov 2025

Leadership Experience

JROTC Logistics Equipment Flight NCOIC

- -Directed the coordination of equipment and resources for JROTC events, enhancing program efficiency cadet experience.
- -Awarded the Retired Enlisted Association Award for exemplifying outstanding leadership qualities and dedication.
- -Orchestrated the logistics for numerous JROTC activities, ensuring optimal resource allocation and event success.
- -Earned recognition for exceptional leadership through the attainment of 15 achievement ribbons and a distinguished medal.

SKILLS

- Flexible Schedule Adaptation	- Emergency Management	- Initiative
- Adaptability	- Assessment and Evaluation	- U.S. Culture Knowledge
- Lesson Plan Execution	- Content Evaluation	- Attention to Detail
- Communication	- Flexibility	- Problem Solving
- Subject Knowledge	- Organization	- Training and Development
- Analytical Assessment	- Teamwork	- Technology Proficien
- Conflict Resolution	- Leadership	- Multitaski

AWARDS

15 JROTC Ribbons for Leadership and Service

Retired Enlisted Association Award (JROTC)

LANGUAGES

English and Turkish

Hobbies and Interests

- -Musical proficiency in violin and piano, contributing to the creative arts aspect of educatio
- -Event organization and planning, directly applicable to classroom and extracurricular activities coordination.
- -Active participation in Air Force ROTC and CAP, developing discipline and leadership that translate to educational settings.
- -I utilize my culinary skills to cook meals and desserts, presenting them in an elegantly garnished manner.
- -I enjoy archery, horseback riding, and swimming as recreational activities.