

Veronica Waldrop

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SUMMARY

Motivated business administration student with hands-on experience in customer service, cash handling, and daily operations. Reliable, organized, and comfortable working with people in fast-paced environments. Seeking a full-time role where I can apply my coursework in management and business while continuing to build professional skills.

EDUCATION

Associate of Applied Science, Business Administration

Expected May 2029

Chattahoochee Technical College — Woodstock, GA | Sophomore

Relevant Coursework: Principles of Management, Principles of Marketing, Intro to Computer Literacy

EXPERIENCE

Sales Representative (Contract) | Kaotic Roofing, Woodstock, GA

As Needed

- Cold call prospective customers to generate leads and set appointments for a residential roofing business.
- Explain services and pricing, build interest, and handle objections, developing strong communication and persuasion skills.
- Track outreach and follow up with interested leads to keep the sales pipeline moving.

Preschool Teacher | Stepping Stones Childcare, Canton, GA

Feb 2026 – Present

- Supervise and support a classroom of young children, managing daily schedules, activities, and transitions to keep the day running smoothly.
- Communicate regularly with parents and coworkers, building trust and handling concerns with professionalism and patience.
- Plan and organize lessons and materials in advance, demonstrating strong time management and attention to detail.
- Maintain a safe, structured environment while adapting quickly to changing needs.

Shift Lead | Smoothie King, Woodstock, GA

Sept 2025 – Feb 2026

- Led shifts as the team member in charge, supervising staff and delegating tasks to keep service running smoothly during busy periods.
- Handled opening and closing duties, including counting the register, preparing deposits, and reconciling cash at shift end.
- Trained and supported new team members on POS systems, drink preparation, and customer service standards.
- Maintained cleanliness, food safety, and inventory standards while delivering fast, friendly service.

SKILLS

Microsoft Office (Word, Excel, PowerPoint) • AI Tools (ChatGPT) • Content Creation & Video Editing (CapCut) • POS Systems & Cash Handling • Customer Service • Organization & Time Management • Verbal & Written Communication • Teamwork & Dependability • Basic Accounting Principles

CERTIFICATIONS

CPR, First Aid, and AED Certified — 2026

Food Safety Certified — 2026

Fire Safety Certified — 2026

Health and Safety Certified — 2026