

## KEYHOLDER

### Summary

Creative, hands-on professional with expertise in art direction and project management, Marketing and special promotions

### Highlights

- Professional photoshoot/modeling experience
- Professional standing fashion model
- Fashion Visual Merchandising
- Self taught abstract, visual , mix media artist
- Professional photo shoot experience
- Professional runway experience,
- Self-motivated professional

### Accomplishments

- KNOWLEDGE OF OFFICE PRACTICES AND ITS PROCEDURES, PUBLIC RELATIONS,RULES,POLICIES,PROCEDURE COMPLAINTS AND TRANSACTIONS BEING PROCESSED TYPING/ KEY BOARDING HAS DEMONSTRATED SPENDING EXTENSIVE TIME TROUBLESHOOTING AND ASSISTING CUSTOMERS OVER THE PHONE FOR GREAT CUSTOMER EXPERIENCE PROLIFIC SALES EXPERIENCE IN RETAIL BUSINESS AND PHONE ENVIRONMENT SKILL IN OPERATION OF OFFICE EQUIPMENT,CASH REGISTER E-MAIL, IN-PERSON CONTACTS AND OR BY OTHER MEANS OF INTERNAL AND EXTERNAL CUSTOMERS COLLATE AND CLASSIFY INFORMATION ABOUT DATA REFERRALS UPON REQUEST.

### Experience

KEYHOLDER 01/2015 to Current Company Name City , State

- MOD, MANAGER ON DUTIE WHEN MANAGERS ARENT PRESENT
- OPEN AND CLOSING OF STORE
- RUNNING DAILY STORES PERFORMANCE REPORTS
- OPENING DAY AND END OF DAY PAPERWORK
- MANAGEMENT DUTIES, PUSHING ASSOCIATES TO SELL
- BACK STOCK COORDINATOR
- INVENTORY CLOSING
- CASHIER
- SAFE COUNT AND MONEY HANDLING

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CASHIER 09/2014 to 04/2014 Company Name City , State

- CASHIER
- MAINTAINING COMPLETE KNOWLEDGE OF ALL FOOD AND BEVERAGE ITEMS,PRICES,AND AVAILABILITY.
- EFFECTIVELY WELCOMING EVERY CUSOTMER WHILE PROVIDING GREAT SERVICE
- STORE MERCHANDISING,STOCKING AND ROTATING PRODUCTS
- EFFICIENTLY WORKING THE REGISTER TO COMPLETE MONETARY TRANSACTIONS
- UPON REQUEST RESPONSIBLE FOR COPYNG AND E-MAILING CUSTOMER RECEIPTS

SEASONAL SALES ASSOCIATE 10/2013 to 11/2013 Company Name City , State

- SEASONAL SALES ASSOCIATE, STORE CUSTOMER GREETER
- MARKETING SPECIAL STORE PROMOTIONS OF WHOLE STORE BUY ONE GET OTHER 50 PERCENT OFF
- RESPONSIBLE FOR COMPLETING ALL ORDERS OVER PHONE
- UPDATING CUSTOMER E-MAIL LIST
- ASSISITING CUSTOMERS THROUGHOUT THE STORE

SEASONAL SALES ASSOCIATE 10/2013 to 12/2013 Company Name City , State

- SEASONAL SALES ASSOCIATE
- IN STORE CUSTOMER GREETER
- IN CHARGE OF ASSISTING VISUAL AND FLOOR DISPLAYS TO ENSURE EVERYTHING MEETS STORES STANDARDS
- MARKETING FOR ALL SPECIAL PROMOTIONS
- CASHIER

- ASSISTING CUSTOMERS WITH SHOES,ACCESSORIES,AND BAGS
- CUSTOMER ORDER SHIPMENTS AND INVENTORY

STORE COORDINATOR 02/2010 to 08/2010 Company Name City , State

- STORE COORDINATOR
- ORGANIZED ALL MANNEQUIN DISPLAYS
- MANAGED PROJECTS ACCORDING TO TIMELINE AND SEASONAL CHANGES
- VISUAL MERCHANDISING FOR STORE
- IN CHARGE OF OPEN AND CLOSING STORE
- IN CHARGE OF UPDATING AND REPORTING STORE INVENTORY
- UPDATING CLIENTELE LIST

- RESPONSIBLE FOR HELPING CUSTOMERS LIFT HEAVY ITEMS TO THEIR CAR SUCH AS FURNITURE
- ASSISTING ALL CUSTOMERS OVER PHONE

STUDIO COORDINATOR 04/2009 to 09/2009 Company Name City , State

- STUDIO COORDINATOR
- ORGANIZED INTERIOR DESIGN FOR THE BUILDING

-MARKETING FOR ALL SPECIAL PROMOTIONS  
-HEAD OF CLERICAL AND SECRETARY WORK  
-STORE VISUAL MERCHANDISER  
-MANAGING ALL MANNEQUINS AND JEWELRY DISPLAYS  
-RESPONSIBLE FOR CREATING STUDIO EVENTS SUCH AS MAKEUP AND BEAUTY BAR OUTING, GALLERY HOP FASHION  
GRAND OPENING NIGHT ANY UPCOMING EVENTS  
-MAKING APPOINTMENTS  
-TAGGING AND PRICING ITEMS

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SERVED 01/2008 to 11/2013 Company Name City , State

- IN VARIOUS AREAS OF THE ESTABLISHMENT ENSURING GREAT CUSTOMER EXPERIENCE ALLOWING A PROMOTION TO CERTIFIED TRAINER
- IN CHARGE OF INVENTORY, SPECIAL PROMOTIONS, GATHERS NEW INFORMATION FOR NEW EMPLOYEES, GIVES FEEDBACK AND REVIEWS PAPERWORK TO DETERMINE WORKING STATUS.

MANAGED PROJECTS ACCORDING TO TIMELINE AND SEASONAL CHANGES.

DATA ENTRY SPECIALIST 01/2008 to 01/2011 Company Name City , State

- TRANSPORTED VARIOUS PETITIONS AND SERVYS INTO ITS DESIGNATED COUNTY OFFICE CIRCULATED PETITIONS FOR CERTAIN ISSUES IN ORDER TO GET ONTO NOVEMBERS BALLET SUMMITTING CIRCULATED PETITIONS INTO THE COMPANIES DATA BASE BEGAN AS A PETITIONER WHILE GETTING PROMOTED INTO A DATA ENTRY SPECIALIST FOR THE QUAL-ITY CONTROL DEPARTMENT ENGAGING QUESTIONNAIRE ASSISTANCE OVER PHONE STUDIO COORDINATOR 4TH AND HIGH HAIR AND FASHION STUDIO 2009 ORGANIZED INTERIOR DESIGN FOR THE BUILDING MARKETING FOR ALL SPECIAL PROMOTIONS WAS THE HEAD OF CLERICAL AND ALL SECRETARY WORK WHILE UPDATING THE CLIENTELE LIST.

Education

ASSOCIATE OF ARTS : ASSOCIATE OF ARTS 2010 COLUMBUS STATE COMMUNITY COLLEGE City , State , USA

MEMBER OF COLUMBUS STATE VOLLEBALL TEAM WHILE GATHERING VOLLEYBALL STATS

COURSEWORK: SCICOLOGY 101, 103, 104, HUM101-114, CHEM 101-111

GPA: 3.6

Skills

CLERICAL, CLIENTELE, DATA ENTRY, DATA BASE, FASHION, INTERIOR DESIGN, INVENTORY, MARKETING, OFFICE, PHONE