

Claire Lowe Parsley
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1510 Anatole Court
Murfreesboro, TN, 37130

SUMMARY

A driven individual who excels in making logical decisions and constantly strives for improvement. Understands the global supply chain. Educated about the retail industry. Able to work and communicate well in both independent and team environments. Strong organizational skills, time management skills and ability to multitask. Passionate, driven and motivated.

Objective: To use my skills and knowledge to improve the supply chain globally and to further enhance my knowledge of the supply chain and the business world through experience, specializing in operations, purchasing, sales and training.

EDUCATION

The University of Tennessee
Haslam College of Business
B.A., Supply Chain Management
Minor in Retail and Consumer Sciences
Grade Point Average: 3.60
Awards: Dean's List, Volunteer Scholarship, Hope Scholarship

August 2011-May 2015
Knoxville, TN

PROFESSIONAL EXPERIENCE

Sales Associate
est8te

January 2015-Present
Knoxville, TN

Worked as retail associate. Answered phones, attended to sales desk and provided customer service. Assisted owner with daily tasks.

Sales Associate
LEONA new york

December 2014-January 2015
Nashville, TN

Worked as retail associate. Communicated with clients regarding their orders as well as processing and distributing orders online. Kept inventory up-to-date online and in-store. Assisted in event promotion, preparation and execution. Assisted with marketing and promotional packaging. Assisted COO with daily tasks including but not limited to manufacturing, wholesale sales and distribution of collections.

Intern (Full-Time)
LEONA new york

May-August 2014
Nashville, TN

Served as part-time retail associate. Communicated with clients regarding their orders as well as processing and distributing orders in wholesale department. Kept inventory up-to-date online and in-store. Assisted in event promotion, preparation and execution. Assisted with marketing and promotional packaging. Distributed samples

and communicated with local stylists, bloggers and accounts. Launched and managed flagship store Instagram account. Assisted COO with daily tasks including but not limited to manufacturing, wholesale sales and distribution of collections. Trained new interns.

Sales Associate

May-August 2012

Samantha James for the Home

Murfreesboro, TN

Marketed the boutique on Social Media sites. Designed and arranged the store layout. Answered phones, attended to sales desk and provided customer service. Assisted owner with daily tasks.

Sales Associate

June-July 2010

The Write Impression

Murfreesboro, TN

Answered phones, attended to sales desk and provided customer service. Assisted owner with daily tasks.

ACTIVITIES

Alpha Chi Omega Sorority

August 2011-Present

Editor and Writer for Chapter Blog, Historian, New Member Mentor Recruitment Recruiter, Recruitment Set-Up Committee, Recruitment Committee, Relay for Life Participant, Facilities Operations Committee, Public Relations Committee, Chair for Providing Gamma Chi Gifts during Recruitment, Volunteer at the Young Women's Christian Association

University of Tennessee Spirit Program

January 2012-Present

Selected to assist the Tennessee Baseball and Track Teams as a Spring Sports Ambassador

ADDITIONAL INFORMATION

The Claire With Red Hair (<http://theclairewithredhair.blogspot.com>)

July 2013-Present

Personal lifestyle blog

LinkedIn Profile

(www.linkedin.com/in/claireparsley)

Skills

Writing, Creative Problem Solving, Windows Programs, Mac Programs, Customer Service, Social Media, Operations Management, Training, Time Management, Communication, Leadership, Teamwork, Self-confidence, Responsibility, Self-driven, Passionate, Confidence