

JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105

HIGHLIGHTS

- Adobe Illustrator
- Adobe Lightroom
- Film & Digital Photography
- Illustrations
- Strong creative design skills
- Experience in Fashion Merchandising
- Experience in Apparel Manufacturing
- Experience in Architectural Drafting
- Advanced Fine art skills
- Strong market knowledge
- Experience in Patternmaking/ Drafting
- Strong creative vision
- Basic knowledge of textiles
- Excellent organization skills
- Adept in learning new skills
- Strong product knowledge
- Sony Vegas Pro
- Final Cut Pro
- Self motivated-driven

EDUCATION

Pasadena City College
Pasadena, CA • 2017

Photography / Fashion Design
-Pattern Drafting coursework
-Beginner/Basic textile coursework
-Fine Art coursework
-Graphic Design coursework
-Studio Lighting/Photo coursework
-Film & Digital Photography coursework
-Architectural Drafting workshops
- 3.57 GPA

John Burroughs High School
Burbank, CA • 2015

High School Diploma
-Beginner graphic design workshop
-Studio lighting coursework
-Journalism coursework
-Architectural Drafting coursework
-Business Management coursework
-Marketing coursework
-Fine Art coursework
-Select photographer for school newspaper
-Advanced Digital & Film Photography coursework
-Video Production coursework
-Art Production coursework
-3.7 GPA

Mission Renaissance
Glendale, CA • 2010

Fine Arts
-Youngest to Master all art form courses (includes oil painting, water coloring, graphite, pastels, ink)
-Youngest Graduate (2010)
-Observed teachers to learn best practices and procedures in teaching
-Taught basic art techniques, fundamentals, perspective, color theory, painting
-Built strong relationships with students and enthusiastically engaged students in projects
-Offered advice/techniques to students to exceed and reach goals
-Advanced Arts Education coursework
-Advanced Art Production coursework

SUMMARY

Focused, creative, motivated, and ambitious individual with an excellent work ethic that has years of fine art, photography, videography and fashion design experience. Excellent multi-tasker and team player with a strong background in retail management, sales, merchandising and customer service as well.

EXPERIENCE

Lkq - Designer / Production Assistant / Photographer
Columbus, GA • 09/2017 - Current

- Collaborated with a team of designers to offer improvements and direction on others' projects.
- Contributed ideas during strategic and conceptual brainstorming sessions.
- Completed final fittings before special events.
- Collaborated with photographers and stylists to effectively elucidate the RHUDE brand and merchandising standards.
- Drove sales by developing business strategies, marketing plans and merchandise assortments.
- Dressed in sample and completed garments for photographs and displays.
- Tracked current and emerging fashion and consumer trends.
- Collaborated closely with various photographers to produce and finish photo shoots.
- Researched specification information and in-line style to develop quality patterns.
- Developed business strategies outlining strengths, weaknesses, new opportunities and risks.
- Held team meetings to discuss product value and vision while allowing team members to give ideas and suggestions.
- Coordinated and developed new product design in collaboration with design/production staff.
- Built a reputation of credibility and responsiveness with vendors.

Us Storage Centers - Sales Supervisor
Scottsdale, AZ • 06/2017 - 08/2017

- Led sales calls with team members to establish sales and customer retention goals.
- Maintained friendly and professional customer interactions.
- Trained in negotiations and time management.
- Listened to customer needs and preferences to provide accurate advice.
- Developed and executed sales promotions.
- Maintained up-to-date knowledge of customer buying habits.
- Trained new employees on company customer service policies and service level standards.

Advance Auto Parts - Assistant Manager
Brookfield, WI • 09/2016 - 03/2017

- Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments
- Developed highly empathetic client relationships and earned reputation for exceeding sales goals.
- Managed team of 12+ of professionals.
- Trained 10+ new employees
- Directed personnel, training and labor relations activities.
- Served as mentor to junior team members.
- Demonstrated that customers come first by serving them with a sense of urgency.
- Worked as a team member to provide the highest level of service to customers.
- Maintained friendly and professional customer interactions.
- Improved service quality and increased sales by developing a strong knowledge of company's products and services.
- Developed and implemented policies, procedures and process improvement initiatives to improve retention rates and increase customer satisfaction.
- Performed store opening duties, including counting cash drawers and checking all equipment for proper functioning.
- Recruited, managed and mentored an average of 5-10 new customer service representatives.
- Provided a high level of product and leadership support to representatives and clients.
- Cross-trained and provided back-up for other customer service representatives when needed.
- Guaranteed positive customer experiences and resolved all customer complaints.
- Assessed employee performance and issued disciplinary notices.
- Built and maintained productive relationships with employees.
- Worked in competitive team environment to exceed revenue quotas.
- Met and exceeded daily quota of \$2000-3000

Lumieres By Kai - Design / Photo Internship
City, STATE • 01/2016 - 03/2016

- Collaborated successfully with a variety of personalities and work styles.
- Built relationships with key industry insiders.
- Collaborated with a team of designers to offer improvements and direction on others' projects.
- Researched and collected options for the best pricing on fabrics/materials
- Contributed ideas during strategic and conceptual brainstorming sessions.
- Prepared layouts and drawings in compliance with established templates and design standards.
- Recommended techniques, methods and media best suited to produce desired visual effects.
- Developed creative graphics that simplified complex messages.
- Determined styles, size and arrangement of illustrations and graphics.
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Pacsun - Sales / Customer Service Associate
City, STATE • 10/2015 - 02/2016

- Maintained and organized store displays to enhance product visibility Shared product knowledge with customers while making personal recommendations.
- Greeted store customers promptly and responded to questions with knowledgeable service.
- Worked as a team member to provide the highest level of service to customers.
- Recommended and helped customers select merchandise based on their needs.
- Listened to customer needs and preferences to provide accurate advice.
- Developed and executed sales promotions.
- Provided expert product and service information.
- Offered exceptional customer service to differentiate and promote the company brand.
- Informed customers about sales and promotions in a friendly and engaging manner.

15 Studios - Videographer / Photographer / Editor
City, STATE • 05/2015 - Current

- Photographed special events, including weddings, parties and school portraits. -Conducted all photo shoots in a calm and professional demeanor.
- Managed shoot process from inception to completion.
- Defined image requirements and planned photographic events.
- Explained price and package details to customers.
- Scouted different locations and work in different circumstances to maintain the desired aesthetic
- Improvised photographic methods and techniques.
- Collaborated successfully with a variety of personalities and work styles.
- Photographed special events, including parties, social events and school portraits.
- Collaborated with a team of editors throughout all phases of production to develop a vision and final product that represents the clients core interests and goals
- Built solid client relationships and expanded those opportunities to gain new leads.

Rockin' Kids Burbank - Retail

City, STATE • 11/2014 - 03/2015

- Defined image requirements and planned photographic events.
- Described merchandise and explain operation of merchandise to customers.Guided customers in choosing items that reflected personal style and shape.
- Administered all point of sale opening and closing procedures.Administered all point of sale opening and closing procedures.
- Answered customers' questions and addressed problems and complaints in person and via phone.
- Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Offered direction and gave constructive feedback to motivate team members.

CVS - Sales / Customer Service Associate
City, STATE • 07/2014 - 11/2014

- Helped customers select products that best fit their personal needs.
- Opened and closed the store.
- Answered customers' questions and addressed problems and complaints in person and via phone.
- Educated customers on product and service offerings.
- Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience.
- Kept the showroom clean and maintained neat, orderly product displays.
- Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Balanced the needs of multiple customers simultaneously in a fast-paced retail environment.
- Built and maintained effective relationships with peers and upper management.