

JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

SKILLS

- Adobe Software
- Active Listening
- Planning & Organizing
- People Skills
- Friendly, Positive Attitude
- Good Work Ethic
- Problem Resolution
- Team Management
- Critical Thinking
- Customer Service
- Supervision & Leadership
- Fashion
- Social Media Management
- Entrepreneurial and Innovative
- Start-Up Operations
- Business Planning

EDUCATION AND TRAINING

Virginia Polytechnic Institute & State
Blacksburg, VA • 05/2026
BBA: Fashion Merchandising & Design
• Minoring in Digital Marketing Strategy
• Students Helping Honduras Member
• Silhouette Literacy & Art Member (Art Editor)
• Silhouette Literacy & Art Blog Writer
• Latin Link Member
• My sophomore or junior year in college I will be studying abroad in Milan, Italy at Catholic University of the Sacred Heart to build my connection in Europe & gain skills & knowledge from the best

James River High School
Midlothian, VA • 05/2022

High School Diploma
• Graduated with an Advanced Diploma
• 4.0 GPA
• Honor Roll (2019-2022)
• Beta Club Member
• Dean's List Honoree
• National World Language Honor Society Member
• SURF Mentor (Senior Mentor to Freshmen)
• Boys Varsity Volleyball Manager
• Rapid Rowdies Member (Student Sports Entertainment Club)
• Completed coursework in Advance Placement Photography & Graphic Design
• Photography work done for track, football, & lacrosse team

SUMMARY

Motivated Fashion Merchandising & Design student seeking internship in merchandising, product development, & fashion to gain hands-on experience. Outgoing and friendly with strong drive to succeed.

EXPERIENCE

Getir - Designer

Chicago, IL • 02/2022 - Current

- As a designer for "Live Love Die" I am responsible for creating apparel in which appeals to our street wear demographic
- I am also apart of the business side of thing & contribute to new season ideas, launch ideas, etc.
- Determined styles, size and arrangement of illustrations and graphics.
- Use Adobe Creative Cloud
- Delivered designs to diverse clients on time and within budget.
- Exhibited storytelling and persuasive techniques to build trust and establish relationships with teams and partners.

Albany International Corporation - Certified Trainer

Albany, NY • 01/2022 - Current

General Manager

Hunter B: (XXX) 937-1081

- Trained employees in lead host, server assistant, expo, & food running
- Delivered outstanding service and support from initial interaction to final departure, maintaining loyal clientele.
- Greeted guests and gathered information to seat groups or place on waitlist.
- Supported serving staff, food runners and bussers to keep dining room presentable and ready for guests.
- Escorted guests to seating area, furnished menus and highlighted daily specials.
- Greeted customers, answered questions and recommended specials to increase profits.
- Monitored dining area to assess server capacity and estimate wait times.
- Answered phone inquiries to schedule and confirm reservations, record takeout orders and respond to service questions.
- Accommodated guests with children and special needs to promote comfortable dining experience.

Jackson Hospital & Clinic - Founder & Designer

Montgomery, AL • 11/2021 - Current

- Developed a business plan
- Established target audience
- Establish a company website & social media pages
- Designed draft designs
- Created a logo
- Established companies purpose & message
- Developed Marketing Stagey
- Constructed compelling product narratives using tangible data insights
- Devised organizational vision, mission and foundational structure to facilitate early growth.
- Eliminated company bottlenecks, reduced financial obstacles and addressed work constraints to promote overall growth.

Jostens - Cashier/Journey Leader

Denton, TX • 08/2021 - 12/2022

- Collected payments and provided accurate change.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Worked closely with front-end staff to assist customers.
- Helped customers find specific products, answered questions and offered product advice.
- Processed sales transactions to prevent long customer wait times.
- Trained new team members in cash register operation, stock procedures and customer services.

Wood & Iron - Hostess

City, STATE • 10/2019 - 01/2020

- Greeted guests and gathered information to seat groups or place on waitlist.
- Supported serving staff, food runners and bussers to keep dining room presentable and ready for guests.
- Escorted guests to seating area, furnished menus and highlighted daily specials.
- Greeted customers, answered questions and recommended specials to increase profits.
- Monitored dining area to assess server capacity and estimate wait times.

Richmond Olympiad - Coach

City, STATE • 08/2018 - 12/2018

- Mentored and encouraged youth to develop strong work ethic by being positive role model and regularly practicing skills.
- Created culture of good sportsmanship, cooperation and responsibility among athletes and coaching staff.
- Assessed player abilities and assigned positions according to individual strengths.
- Established professional relationships with team members, coaches, & parents

LANGUAGES

Spanish:
Negotiated:

English:
Negotiated: