

EXPERIENCE

ASSISTANT MANAGER | Claire's May 2019 – Present

Redmond, WA

- Operate cash register, calculate sales
- Replenish sales floor, shipment merchandise replenishment, operate computer
- Perform end of day duties, store closings, bank deposits, count cash at end of day
- Organize and fill weekly sales report, log receiving shipment
- Maintain visually appealing and effective displays
- Trained and understands selling and administering ear piercings

THIRD KEY DEVELOPMENT MANAGER | Claire's October 2018 – January 2020

Lynnwood, WA

- Operate cash register, calculate sales
- Development manager duties, designated as operator of backroom and shipment
- Replenish sales floor, shipment merchandise replenishment, online orders
- Perform end of day duties, payroll, bank deposits, count cash at end of day
- Organize and fill weekly sales report, log receiving shipment
- Maintain visually appealing and effective displays, designate POG settings
- Trained and understands selling and administering ear piercings

THIRD KEY MANAGER | Claire's August 2017 – June 2018

Bellevue, WA

- Operate cash register, calculate sales
- Replenish sales floor, shipment merchandise replenishment, operate computer
- Perform end of day duties, store closings, bank deposits, count cash at end of day
- Organized and filled weekly sales report, log receiving shipment
- Maintain visually appealing and effective displays
- Trained and understands selling and administering ear piercings

LOGISTICS, SOFTLINES | Target January 2017 – June 2017

Redmond, WA

- Solely know how to operate backroom, audit merchandise.
- Perform storage tasks in accordance to keeping products up to date.
- Organize products according to department, push and replenish to floor as necessary
- Lead and train new associates in job duties

SALES ASSOCIATE, VISUAL MERCHANDISING | Uniqlo September 2015 – February 2017

Bellevue, WA

- Operate cash register, calculated sales and handling of money.
- Provide customer service as a priority on purchases, questions and other customer service issues.
- Perform storage and auditing tasks in accordance to keeping products up to date.
- Online ordering, visual and layout displays, and restocking tasks.

CUSTOMER SERVICE SPECIALIST | Best Buy October 2014 – January 2015

Lynnwood, WA

- Operate cash register, calculate sales and handling of money.
- Provide customer service as a priority on purchases, questions and other customer service issues.
- Perform storage and auditing tasks in accordance to keeping products up to date.
- Help customers with personal inquiries, special release days and events

SALES ASSOCIATE, TRAINER | Staples June 2014 – October 2014

Mill Creek, WA

- Operate cash register, calculated sales and handling of money.
- Provide customer service as a priority on purchases, questions and other customer related service issues.
- Perform storage and auditing tasks in accordance to keeping products up to date.
- Usage of computer and printing equipment to produce prints and/or copies to customers.
- Train new associates according to job duties

EDUCATION

Programming and Coding Certification – November 2019

University of Washington, Trilogy Education

Bachelor of the Arts Degree in *Culture, Literature, and the Arts*

University of Washington Bothell | January 2013 – August 2014

Achieved: Dean's List Autumn 2013, Spring 2013, Winter 2014, Summer 2014

Associate of the Arts Degree

Edmonds Community College | July 2010 – December 2011

High School Diploma

Henry M. Jackson High School | September 2006 – June 2010

Achieved: Certificate of Academic Achievement for Achieving High School Standards in Reading, Writing and Mathematics

QUALIFICATIONS | SKILLS

- Program Proficiency: Microsoft Office, Adobe Photoshop software, HTML, CSS
- English Fluency
- Interpersonal Communication
- Ability to work with office machines and equipment

WORK REFERENCES

- Staples – Shane Burnett, Assistant Manager 425-743-6882
 - Claire's – Valerie Johnson, General Manager 425-895-8091