

Erin Burns

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EDUCATION

Michigan State University, East Lansing, MI
Bachelor of Arts, Professional and Public Writing
Minor, Business

December 2024

EXPERIENCE

Inventory Specialist

May 2023 –

Everve | Rochester, MI

- Checked in retail product by ensuring received shipment correlated with vendor packaging list, updated store inventory, and printed tags specific to each item.
- Completed online store orders, picking and packaging selected products from the customer purchase.
- Replenished store merchandise with existing inventory, continuing to provide customers with multiple fit, color, and style options.

Sales Attendant

May 2022 – August 2022

CycleBar | Rochester, MI

- Promoted sales through Clubready Software and social media platforms.
- Assisted management with training new employees.
- Maintained studio cleanliness & arranged set-up for each cycling class.

Sales Associate

September 2019 – March 2021

Boyne Country Sports | Bloomfield Hills, MI

- Aided customers with knowledge upon proper ski & snowboard equipment pertinent to abilities.
- Gathered measurements and fitted for sport accessories based on skill & experience.
- Collaborated with coworkers to ensure customers satisfaction for ultimate safety and quality information.
- Reported to General & Assistant managers with inventory stock.

Volunteer

Hurricane Ian Relief Missionary

March 2023

Adventures in Missions | Harlem Heights, FL

- Worked directly in damaged homes to repair floors, declutter owner belongings, & clean excess water residue
- Picked up debris-filled areas around Harlem Heights

SKILLS AND ACTIVITIES

- Microsoft Word, Excel, PowerPoint, Outlook, Teams
- Adobe Photoshop
- Canva
- CRU Ministry, Leader/Member