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| EDUCATION**University of Washington (UW),** Seattle, WA: Graduated June 2012 Bachelor of Arts in Social Welfare RELEVANT SKILLS  * Possess strong planning, organizing, training, coordinating skills and exceptional attention to detail * Developing expertise in merchandising software, leadership skills, communication, project and time-management  EXPERIENCE **Nordstrom Corporate** ***Merchandise Coordinator – Women’s Specialized*** | Seattle, WA |June 2015 – Present   * Fulfilling store/seasonal demand though communication with business partners and buying offices to identify, gather and prioritize item set up procedures, potential issues and process training information * Constructing a more efficient work place though Identifying and communicating new best practices for knowledge sharing across team and divisions   ***NGen Conversion Specialist -Temp*** | Seattle, WA |April 2016 – July 2016   * Special assignment supporting manual data conversion/validations for a large enterprise foundational project * Communicated risks and roadblocks; provided status updates on progress & met all milestones   ***Buying Office Assistant – Women’s Daywear/Lingerie***| Seattle, WA |July 2014 – June 2015  ***Office Assistant – Men’s Rail*** | Seattle, WA |April 2014 –July 2014   * Acquire accurate and precise information through constant communication with distribution centers and vendors. * Fulfilling store/seasonal demand though communication with business partners and buying offices to identify, gather and prioritize item set up procedures, potential issues and process training information.   ***Cosmetics Events Assistant*** | Seattle, WA | February 2014 – April 2014  ***Item Analyst*** | Seattle, WA | December 2013 – February 2014   * Generating consistent merchandise information within Nordstrom's merchandising system, RMS and EPM   **Susan G. Komen Puget Sound Affiliate** ***Development Coordinator/Committee Liaison*** - ***Volunteer***| Seattle, WA |July 2013 – October 2013   * Managed Convio and Maestro Soft databases for data entry purposes * Coordinated Grace Notes and Lunch for the Cure procurement process with volunteer committees and coordinated National Cause Marketing Pink Events with national partners   **Children’s Hospital** ***Drowning Prevention Specialist*** | Seattle, WA |May 2013 – August 2013   * Conducted community meetings to bring awareness and education about Drowning Prevention * Provided language-specific translation when necessary for families of East African-descent   **Neighborhood House** ***Technology Center Coordinator/Facilitator*** | Seattle, WA |August 2012 – August 2013   * Provided instruction, assistance and one-one coaching in learning basic computer skills (such as Job search) * Spearheaded planning and facilitation of computer classes to instruct individuals on computer fundamentals * Conducted interviews, onboarding, training and management of three YMCA Immigrant youth interns   **Habitat for Humanity Seattle/South King County** ***Family Services Intern/Liaison*** | Seattle, WA |September 2011 – June 2012   * Conducted trainings and orientation for new Habitat Families and/or Volunteers * Worked one-on-one with families to go over the home-buying processes and expectations * Ensured on-going communication between the Steering Committee volunteers and Habitat Families to complete the buying process   **Bakers Shoe Group**  ***Floor Manager/Sales*** | Seattle, WA |August 2010 – October 2010   * Responsible for training, managing and encouraging a group of 5-8 Sales Representatives * Utilized information technology to record sales figures and for forward planning * Ensured a positive and productive environment for employees and clients alike   STUDY ABROAD   * University of Washington School of Public Health Exploration Seminar in London, England, August 2011   ACTIVITIES   * Social Justice Fund Giving Project Member, 2013 * United Negro College Fund Development Intern, 2013 * Recipient of the UW Office of Minority Affairs Equal Opportunity Program’s Merit-based Scholarship, 2012 * Recipient of the UW School of Social Work Merit-based Scholarship, 2011 * Treasurer of African Student Association, UW 2011-2012 * UW Young, Gifted and Black Student Workshop Facilitator, UW 2012   REFERENCES  Available upon request. |
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