

# Emily Creamer

729 E Burnside St.  
Portland, OR 97214  
503 – 956 – 6361

## **WORK RELATED EXPERIENCE:**

### Dr. Martens AirWair USA, Full Time Sales Associate, October 2009 – June 2013

Stock, display, organize footwear and shoe care products. Receive all footwear and accessory items into the retail system, take inventory on all items received, and assist on the return of discontinued and defective merchandise. Merchandise new footwear styles, as well as window and in-store graphics. Assist all customers both in store, and via telephone calls. Retain a vast knowledge of brand information, as well as merchandise information. Maintain a clean working environment, sales floor, and organized stock room.

### Office Max, Part-Time Sales Associate, August 2009 – December 2009

Stock, display, organize office supplies, as well as organize customer ImPress files. Take inventory on items in stock, place orders online orders for customers, cashier and assist with merchandise returns, provide friendly and helpful service to all customers.

### Old Navy, Part-Time Sales Associate, October 2008 - August 2009

Stock, display, organize clothing merchandise, take inventory on items sold and in stock, cashier and assist with merchandise returns, provide friendly and helpful service to all customers.

### Century 16 Movie Theater, Full-Time Box Office Employee, March 2008 – August 2008

Process customer requests at ticket office for purchases and refunds, reconcile money in register with amount of tickets sold, provide friendly service to all customers.

### Papa Murphy's Pizza, Part-Time Team Member, March 2007 – October 2007

Prepare ingredients for take and bake pizza, receive customer orders via phone, prepare food orders, and maintain clean working environment.

### Child Care Services, 2002 – 2009

Provide care for children ranging in ages from infant to age 10; duties include interaction and discipline of children, preparing meals, adhering to children's schedules, and relaying information to the parents.

## **OTHER SKILLS :**

- Knowledgeable of both Windows / PC and Mac platforms.
- Experienced with Microsoft Office (Excel, Word, PowerPoint, Outlook), RetailPro, and Adobe Photoshop, Adobe InDesign and Adobe Illustrator.
- Typing speed of 80 WPM, with excellent accuracy.

## **EDUCATIONAL INFORMATION & ACCOMPLISHMENTS:**

I am currently enrolled in college full time, to receive an associate's degree in visual communications, via American Intercontinental University, and will complete my associate's degree in July of 2013.

Graduate, Century High School, Hillsboro, Oregon, June 2008  
Received Judges' Choice, Best in Show at District Art Competition, 2007  
Chosen for monthly art exhibit at Century High School, 2006  
Chosen for art exhibit at "May Fete" at Hillsboro High School, 2005  
Identified as "Talented and Gifted" student, 1999 – 2008  
Accepted for Advanced Studies program, 2002 – 2008

## **REFERENCES:**

### **Joel Jones**

Dr. Martens AirWair USA, Portland  
*Store Manager*  
503 – 552 – 9000

### **Casey Koehler**

Quango Inc.  
*Copywriter*  
210 – 638 – 9301

### **Donna Maduell**

Wells Fargo Home Equity Specialty Services  
503 – 348 - 7702