# Experience

## PetSmart Store Support Group, Inc. – Web Content Administrator March 2013- Present

* Effectively communicates with all levels of the department, as well as vendors, ensuring that collaboration is taking place
* Identifies and corrects, with extreme detail, errors that occur on website and product management tool
* Assists in developing, establishing, and streamlining processes for managing large amounts of product samples and data

## Buckle, Inc. Team Leader May 2012- December 2012

* Applied knowledge of customer service and fashion in order to assist in the selection of guest’s attire, as well as the merchandising of the store
* Exercised management skills to assist and train sales associates in order to create an enjoyable shopping experience for all guests, as well as maintained current a current customer database
* Assisted store manager with daily duties including, but not limited to: data entry, accurate management of SKU’s, paperwork, customer service, maintaining the visual integrity of the store, and handling cash flows

## Lumberyard Brewing Company Hostess November 2011- May 2012

* Greeted customers upon arrival and wished them an enjoyable dining experience, while working in a fast-paced environment
* Monitored the flow of the restaurant, ensuring that customers would be served in a timely fashion
* Completed daily tasks, such as inventory control and various cleaning duties, in order to maintain a functional work place

# Skills & Qualifications

* Proficient with SAP Software Solutions programs and data management tools
* Proficient in Microsoft Office programs, type 52 wpm, and very proficient with data entry
* Highly organized, detail-oriented, reliable, and attentive to minute details
* Dedicated to meeting goals and working hard in order to meet and/or exceed them

# Activities

* Alumnae member of the women’s fraternity Alpha Omicron Pi
* Held Treasurer and VP of Membership Recruitment positions while an active member of Alpha Omicron Pi

# Education

## Northern Arizona University- Flagstaff, AZ August 2008- December 2012

Received a BA in Marketing, with a certificate in Promotion and Marketing Communication