**··JULIANNE R. GILCHRIST··**

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**Objective**

Seeking an administrative position within a company that will allow me to make use of my organizational, communication, and office skills.

**Employment History**

*The Limited*

Lead Merchandiser & Visual Merchandiser February 2013-July 2013

* In charge of sorting, organizing, and managing inventory as new shipments arrived
* Accountable for keeping a neat and orderly stock room
* Aided with each new floor set, that occurred bi-weekly, by dressing mannequins, moving merchandise, building displays, and utilizing my artistic eye for placement of merchandise.

*Oregon State University*

Undergraduate Teaching Assistant October 2011- June 2012

* Responsible for providing assistance in grading and editing projects, assignments, and tests, as well as inputting these grades into Excel, for a doctoral student teaching Textile and Apparel Market Analysis
* Held office hours for current students to act as a liaison between students and the instructor

*Norstrom*

Intern Summer 2011

* Assisted in resetting the retail floor when new product arrived on a daily basis
* Supported management team with departmental sales goals and ideas to achieve our expectations
* Set sales goals for myself of $5,000 or more on a daily basis
* Helped with the sending and receiving of products between stores

*Starbucks Coffee Company*

Shift Supervisor March 2006-August 2008

Community Relations

* Helped with all community service projects throughout the year that our store was in involved with, including attending all meetings for our store as the representative for our location
* Reached out to a nearby elementary school and facilitated the gathering of school supplies for them

Management

* Executed and supervised all promotional display changes within our location that occurred seasonally
* Managed a staff of up to ten people at a time while being in control of approximately $500 within the the store
* Learned how to order supplies and manage our store budget

Other

* Led sales in coffee beans for one quarter amongst 15 employees

Artist 2002-Present

* Volunteer as an artist for friends, family, and those that hear through word of mouth
* Expert with color, shape, space, texture and pattern
* Focus is painting and mixed media

**Education**

*Oregon State University*  Corvallis, Oregon

Bachelor of Science, Merchandising Management

**Skills**

* Proficient with Microsoft Word, Power Point, Excel, and Adobe Illustrator and Adobe Photoshop
* History with data entry and record keeping
* Organized and experienced with office work
* Excellent written and verbal communication skills