

EMMA NELSON

PERSONAL PROFILE

An organized professional with a myriad of skills from different industries, varying from teaching, to customer service, to data entry. Skilled at communicating with individuals of different backgrounds (and ages). A team-player driven to accomplish goals and projects. Adept at conveying information, both written and verbal. A focused individual who is also a problem solver. Time management and ability to prioritize workloads are strengths. Friendly, cooperative, and eager to learn new skills. Looking to contribute my knowledge and skills at an institution that appreciates hard work and offers opportunity for professional growth and improvement.

LANGUAGES

- English (Native Speaker)
- French (Proficient)
- Korean (Conversational/Intermediate)
- Chinese (Conversational Speaking)

SKILLS

Interpersonal Skills	Public Speaking
Time Management	Multi-tasking
Microsoft Office	Customer Service
Teaching	Modern Classroom Technology
Sales	Team building
Retail	Leadership
Event Planning	Social Media
Writing	Organizing/Scheduling

CONTACT DETAILS

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PROFESSIONAL EXPERIENCE

MERCHANDISE SPECIALIST (CONTRACTOR)

Nordstrom, Seattle WA | 07/2019 - 09/2019

- Completed item setups for Nordstrom Rack by gathering and inputting product information from multiple business partners and databases.
- Partnered with the Buying Office to process and clarify purchase orders with vendors and set up items in Nordstrom systems.
- Prioritized workflow efficiently through the Item Workspace to maintain high productivity.
- Contributed to team meetings with suggestions for improvement to systems for higher productivity and efficiency.
- Utilized multiple merchandising systems to set up merchandise information: GXS, Intertrade, RMS9, RMS14, EPM, and Item Workspace.
- Gained extensive grasp of Microsoft Excel

NATIVE ENGLISH TEACHER

Private English Academies, South Korea | 02/2016 - 02/2019

- Delivered fun lessons to students in a variety of skill levels focusing on the practice, formation and use of English sentence structures.
- Aided in the formation and implementation of English curriculum.
- Created a vast collection of teaching and study materials.
- Fostered immersive English learning, creativity, and public speaking through the making/execution of projects, presentations, speeches.
- Conducted specialty courses designed to expand critical thinking skills, analytical skills, awareness of global issues, and other high-level concepts.
- Developed proficiency of Microsoft Office programs such as "MS Word" and "MS Excel" in both Korean and English [proficiency in "MS Powerpoint" and "Prezi" previously acquired].
- Helped students learn and improve reading and writing skills.
- Kept track of student progress through written and online grading.

SALES ASSOCIATE

Gymboree, Wet Seal, Forever 21 | 08/2011 - 02/2016

- Demonstrated excellent customer service by aiding parents in finding correct sizes and helping to create multiple functional outfits from individual pieces. Kept up with popular children's fashion trends.
- Consistently met sales goals from the previous year. Interacted with children in a friendly manner.
- Greeted customers upon entering the store, and helped them find particular pieces or recommended them outfits. Helped set up displays and mannequins. Responsible for opening and closing the store as well as managing the cash register.
- Assigned fitting rooms, organized clothes to be returned to sales floor, maintained cleanliness in fitting area.

EDUCATION HIGHLIGHTS

UNIVERSITY OF WASHINGTON

BA: European Studies Minors: French, Chinese

Study Abroad:

- *Université Paul Valéry*, Montpellier France: Immersed in French culture and academics, took courses with native French students.
- *Sichuan University*, Sichuan China: Took part in intensive language program, explored cultural places in the Sichuan Province.