



ALLISON DUGGAN

dugganallison9@gmail.com | (541) 233-3474 | Boise, ID 83703

Summary

Hardworking undergrad student adept at cultivating productive relationships with internal and external stakeholders. Consensus builder and problem solver tackles any challenge with resourcefulness and passion for motivational leadership. Knowledgeable emerging marketing professional eager to support and enhance business and customer goals with hard work and a flexible approach. Friendly worker offering a few years of work experience. I believe my adaptability, strong communication, and customer service skills make me the perfect fit for this position.

Skills

- Microsoft Office Specialist
- Basic Math Skills
- Cash Register Operation
- Stocking and Replenishing
- Recordkeeping and Bookkeeping
- Customer Assistance
- Adaptability and Flexibility
- Friendly Demeanor
- Cheerful and Energetic
- Organization and Efficiency

Experience

Private Families | Oregon and Idaho
Family Nanny
06/2016 - Current

- Assisted children with homework assignments and special projects across different subjects to promote academic success
- Organized extracurricular schedules for sports and classes and provided safe transportation to different events
- Performed light housekeeping duties, such as dusting, mopping, and vacuuming to keep household efficient and neat
- Drove children to various types of activities, including dance, gymnastics, and softball to maintain extracurricular routines up to 3 times per week
- Established lasting, professional connections with families and children by encouraging open communication and delivering positive feedback.

H&M Clothing Store | Meridian, ID
Sales Associate
05/2021 - 09/2021

- Operated cash register collected payments and provided accurate change.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Helped customers find specific products, answered questions, and offered product advice.
- Answered product questions with up-to-date knowledge of sales and promotions.
- Adhered to company initiatives and achieved established goals.
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts.
- Built and maintained relationships with peers and upper management to drive team success.

Michaels Craft Store | Bend, OR
Cashier
06/2018 - 01/2019

- Restocked, arranged, and organized merchandise in front lanes to drive product sales

- Helped over 50 customers per day complete purchases, locate items and join reward programs to promote loyalty, satisfaction, and sales numbers
- Operated cash register for cash, check, and credit card transactions with accuracy
- Checked prices for customers and processed items sold by scanning barcodes
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance
- Replenished sales floor merchandise and organized shelves, racks, and bins for optimal appearance at least once a week.

Bend Parks and Recreation | Bend, OR
Youth Sports Coordinator
 11/2016 - 02/2017

- Issued tickets to customers and collected payment and fees for desired services
- Kept score of middle school basketball games on both scoreboard and score book 2 times per week
- Ordered and stocked cleaning supplies based on current workload and upcoming jobs
- Performed maintenance and minor repairs on equipment.

Education and Training

Boise State University, Research | Boise, ID
BBA in Marketing
Expected in 05/2023

Boise State University | Boise, ID
Certificate in Digital Media
Expected in 05/2023

- Honor Roll [Freshman, Sophomore & Junior Year]
- Dean's List Honoree [Freshman Second Semester, Sophomore 2020-2021]

Accomplishments/Volunteer History

Trained and mentored multiple employees. Graduated High School with AP Honors. Volunteered throughout high school and into college with Homeless Shelters and Elementary Schools. Varsity Tennis Team. Dean's List and Honor Roll my Freshman, Sophomore, and Junior Years of college. Affiliated with Zeta Tau Alpha, Fraternity (Sorority). Senior year of high school I was the President of National Honors Society. Often volunteered at my local elementary school in a program called Big Brothers Big Sisters and spent every Wednesday helping 4th graders with homework after school. Participated in the My Future My Choice program where I taught 6th graders sexual education and how to deal with peer pressure, once a week my junior year of high school. Organized a clothing drive for our local homeless shelters Junior and Senior year.