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## EDUCATION

The Iron Yard Academy, Austin TX  
January 2015- April 2015

User Interface Design

12 week immersive coding and design course

Belhaven University, Jackson MS 2006-2008

Visual Arts

Louisiana Tech University, Ruston LA 2005-2006

Studio Arts and Psychology

## PROFESSIONAL EXPERIENCE

January 2012- December 2014

Mandala Trading Inc.

Retail Manager/Shipping and Receiving Manager

August 2011- January 2012

Antigua Gifts Inc. - Co Star and Maya Star

Retail Sales Associate

- \* Providing excellent customer service to men and women
- \* Processing sales and returns
- \* Maintaining presentable atmosphere while creating unique merchandise displays
- \* Receiving merchandise and monitoring inventory

- \* Maintaining personal sales records

- \* Clienteling

July 2010-August 2011

Austin Promotional Solutions Inc.- Screen Printing and Design

Receptionist/ Production Assistant

- \* Customer Service and Consultation

- \* Answering Multi-line phones and directing calls

- \* Processing billing and payments

- \* Placing orders; managing and organizing merchandise

- \* Invoicing and entering data using Quickbooks

- \* Shipping and Receiving inventory

- \* Assisting screen printers in production (“catching”, “folding”, cleaning stations, etc.)

January 2008-June 2010

Swell Mix Inc. -Studio Chane Screen Printing and Design

Manager, Buyer, and Screen Printer

- \* Customer Service and Consultation

- \* Processing payroll

- \* Managing wholesale accounts

- \* Placing orders; managing and organizing merchandise

- \* Key Holder

- \* Managing inventory stock, sales records and account ledgers

- \* Scheduling and assigning print projects to co-workers

- \* Screen Printing and assisting screen printers in production

January 2006-December 2008

Swell Mix Inc. -Swell-O-Phonic Boutique & Skate Shop and Wilai Boutique

Manager, Buyer, Retail Sales Associate for men and women

- \* Providing excellent customer service to adults and children

- \* Maintaining presentable atmosphere while creating unique merchandise displays

- \* Managing wholesale accounts

- \* Attending trade shows for seasonal buying

- \* Key Holder

- \* Managing inventory stock, sales records, and account ledgers

- \* Organizing and hosting art gallery and music events, birthday parties, and in store promotional events

## EXTRA-CURRICULAR ACTIVITIES

May 2007

John M. Perkins Foundation for Reconciliation and Development in Jackson MS

After school care for 1st through 5th graders

May 2006- December 2007

Rainbow Whole Foods member day

Volunteering customer service and special orders

## SKILLS

Microsoft Word and Excel, Quickbooks, Social Media, Highly Adaptable, Interpersonal, Attention to

detail, and Positive.

References available upon request