

Scarlett Duty

www.linkedin.com/in/scarlett-duty | mail@sduty.net

(386) 319 – 6203

OBJECTIVE

Team leader with over three years of experience in customer service and committed to applying my creative talents to people-oriented environments. Bringing a positive attitude and passion for success to your team.

EDUCATION

University of Florida – Gainesville, Florida:

Bachelor of Fine Arts, Graphic Design (GPA 3.72)

Fall 2022 – Spring 2027

Santa Fe College – Gainesville, Florida:

Dual Enrollment, General Education (GPA 4.0)

Fall 2020 – Spring 2022

SKILLS

Management, Leadership, Customer service, Illustration, Photography, Web design, Graphic design

Tools and Software

Microsoft Office, Google Suite, Photoshop, Illustrator, InDesign, Figma

EMPLOYMENT

Moe's Southwest Grill – Gainesville, Florida

April 2022 – Current

Shift Manager

Confidently lead a team through effective leadership, communication, and task delegation while providing quality service and products to customers.

Crew Member

Effectively work with a team in a people-oriented environment, provide quality service to customers, and properly follow health and safety regulations regarding food preparation.

Customer Service Representative for Domino's Pizza – Alachua, Florida

January 2021 – April 2022

Efficiently collaborate with a team in a fast-paced environment through clear communication, provide quality customer service, and pay careful attention to store cleanliness and inventory.

ACADEMIC INVOLVEMENT

Vox Graphis – Member

August 2023 – Current

Take part in the graphic design club's activities, including career-building workshops, socials, and design competitions.