

---

## ►Fang-I Yeh

Van Epps St SE, Atlanta, GA 30316

Phone: 678-763-3355

E-mail: fangiyeh@gmail.com

### Objectives

Dedicated and hardworking individual, hoping to establish a steady position that will utilize my strong work ethic.

### Experience

Metalsmith (March 2017 – present)  
Goat Farm Arts Studio (Atlanta, GA)

Working with precious metals to create boutique jewelry for wholesale and retail orders utilizing various tools and skills such as time management, resource allocation, multi-tasking, and prioritization.

Assistant Manager (June 2015 – March 2017)  
Cortex Hair Studio (Atlanta, GA)

Worked the front desk to represent the company and managed the appointment books for seven stylists. Other responsibilities include opening and closing the salon, email and phone correspondence with clients and other management staff, ordering and receiving retail inventory, new hire training for front desk operations, and light clerical tasks (copying, filing, faxing, etc.).

Executive Assistant (August 2014 – May 2015)  
Econis Labs LLC (Smyrna, GA)

Oversaw the correspondence between the CEO to other top executives and managers, made sure tasks handed down from the CEO were completed, proofread emails, conducted new hire interviews, attended meetings and took notes, and ran errands.

Sales Associate (August 2013 – July 2014), (July 2006 – July 2010)  
Beadiful LLC (Cumming, GA)

Duties included opening and closing store, cashiering, assisting customers, answering phones, stocking shelves, and labeling an extremely extensive inventory.

Accessory Specialist (November 2012 – May 2013)  
Forever 21 (Lithonia, GA)

Worked in sales and merchandising and set up floor displays for the entire jewelry and accessories section according to current sales, seasons, and/or trends.

Keyholder (November 2010 – August 2012)  
Moviestop (Cumming, GA)

Managerial duties included opening and closing store, shipping and receiving inventory, handling customer complaints, and responding to corporate and other upper level management via phone and email. Other duties include stocking shelves, cashiering, and maintaining a clean and organized storefront.

## Education

**Associate of Arts in Film** (to be completed)  
Georgia Perimeter College

## Skills

- Resourcefully proficient in Microsoft Office programs
- Eight years experience in retail, two as management
- Strong customer service background
- Adaptable to changing circumstances
- Focused, efficient, and organized work ethic
- Optimistic and open-minded attitude
- Effective time management skills
- Motivated self-starter

## References

Kaelin Tauxe – 205.908.4890  
Derron Neuffer – 352.256.4432  
Kat Moenk – 404.663.0696