

Jessica Bradix

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Jessica-Bradix/4e81f9a45db7f80c](https://www.indeed.com/r/Jessica-Bradix/4e81f9a45db7f80c)

To obtain a career opportunity that will utilize my skills to create a successful work environment

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Luxury Fashion Fulfillment Associate

Net-A-Porter - Mahwah, NJ - May 2015 to Present

Responsibilities

Ensure all merchandise is allocated to the correct customer order.

Inspect garments to ensure quality and verify all tags are attached and item has the correct SKU.

Properly process defective/ faulty merchandise.

Ensure quality, delivery and other objectives are met.

Maintain a clean work environment by keeping area free of trash and product in correct locations.

Prepare and pack orders according to company standards, including processing UPS shipping labels on boxes.

Teller

TD Bank - Flourtown, PA

Responsibilities

Providing exceptional customer service

Handling multiple transactions at once

Meeting sales revenue goals

Building professional relationships within the company and with customers

Cashier

Aldi - May 2012 to July 2014

Handling guest's transactions

- Cleaning and organizing
- Stocking and inventory count
- Lifting up to 45lbs.
- Frequent multitasking between tasks

Event Staff

MetLife Stadium - East Rutherford, NJ - April 2011 to February 2012

Providing access control, crowd management

- Ensuring the venue is safe for guests
- Cleaning and setting up venue for events
- Operating guest entry stations
- Providing excellent customer service

Office Assistant

Defense Supply Center of Philadelphia - Philadelphia, PA - June 2010 to August 2010

Filing Papers and records

- Mailing, sorting mail

- Handling switchboards
- Assisting with inquiries
- Greeting customers
- Typing
- Working on computer programs (Microsoft Word, Excel, PowerPoint etc.)
- Keeping area neat and in order

Volunteer office assistant

Swenson Arts and Technology - September 2009 to June 2010

Making copies

- Filing Papers
- Answering phones
- Assisting with inquiries

Hostess

Jamz Skating Rink - Philadelphia, PA - October 2008 to January 2010

Cashier

- Kitchen aid
- Host
- Assisting managers with errands
- Promoting events

Volunteer Camp Counselor

Crystal River Daycare - June 2006 to August 2007

Assisting Camp counselors with projects

- Creating fun learning environment for kids of all ages
- Arranging events and shows for kids
- P/T Receptionist

EDUCATION

Swenson Arts and Technology High School - Philadelphia, PA
June 2010

Advertising/PR

The Pennsylvania State University, World Campus

ADDITIONAL INFORMATION

QUALIFICATIONS

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Strong organization and planning skills combined with excellent communication skills.
- Professional and responsible attitude, which allows me to take charge when necessary.
- Flexible, willing to try new things and am interested in improving efficiency on assigned tasks.
- Great written and verbal presentation skills. Use proper grammar and have a good speaking voice.

TECHNICAL SKILLS

Computer Capable: Word, Excel, PowerPoint, Outlook, Multimedia, Google docs.

General Skills: Advanced writing skills, excellent, hardworking work ethics.