

Jennifer Flick

Fashion Specialist - Bloomindale's

Glen Mills, PA - Email me on Indeed: indeed.com/r/Jennifer-Flick/cc5c7bc046747b5d

WORK EXPERIENCE

Fashion Specialist

Bloomindale's - King of Prussia, PA - November 2008 to Present

Direct buyer for vendors

- Organize and display merchandise
- Personal shopper for clients
- Managed the holiday department

Manager

Nature's Way Café - Delray Beach, FL - April 2007 to November 2008

Shift supervisor and head chef

- Responsible for opening and closing store, including cash closeout
- Organized and planned catering events
- Worked on store and menu promotions

Administrative Assistant

Qyst Tire & Automotive Centers - Upper Darby, PA - February 2004 to May 2006

Handled billing and inventory invoices

- Answered phone and set up customer appointments
- Arranged deliveries with suppliers

Head Waitress, Chef

The Gourmet Peacock Café - Malvern, PA - October 2000 to January 2004

Cooked and created gourmet foods, including homemade specialties

- Supervisor of inventory and of end-of-day cash closeout
- Head of scheduling and managing catering events

EDUCATION

Bachelors of Arts in Liberal Arts

Saint Joseph's University - Philadelphia, PA

ADDITIONAL INFORMATION

Skilled in word processing and proficient in Microsoft Office; proven ability to think analytically, form relationships, and adapt quickly to new situations; accustomed to meeting deadlines and working under pressure; excellent telephone, written, interpersonal and organizational skills.