

# Ilyana Simmons

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## Education

### UNIVERSITY OF TEXAS AT AUSTIN

2016 - 2020

- Major: B. A. English

Overall GPA: 3.6

- Minors: Philosophy, Japanese

### JAMES W. MARTIN HIGH SCHOOL

2012 – 2016

- GPA: 3.8

SAT: 2050

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## Personal Statement

- Highly motivated, creative individual with an attention to detail. Adapts well in social situations and quickly learns and implements new skills. Known to exceed set goals.

## Skills and Abilities

### Problem Solver

- Balanced the deposit for Service and Parts each morning by counting checks and money and utilizing Excel to track down discrepancies.
- Organized 2 years of backlogged repair orders at Honda. Scanned and filed 1000s of papers each day.
- Simplified the Nike inventory process which eased others' ability to put new products onto the sales floor.
- Boosted productivity by completing set goals within certain time limits which encouraged coworkers to improve their own work ethic and in turn increased output for the company.

### Strong Interpersonal Communication

- Ability to make the customer feel welcome and comfortable asking any questions they may have.
- Skilled with quickly learning about the company and relaying that information to customers.
- Lead new hires at Nike through on the job training to learn processing, stocking, and cashiering.
- Mentored a group of underclassmen for Web Design class by overseeing the aesthetic aspect of their websites.

### Reliable

- Sustained a 3.6 GPA throughout undergrad while maintaining superior performance at my part-time job commuting from Austin, Texas to Dallas, Texas.
- Earned employee of the month within first 60 days at Nike working in all departments.
- Oversaw back of house logistics for hundreds of products at Nike by unloading, processing and back-stocking hundreds of products daily at Nike.
- Helped maintain the school's website, created banners, and fixed color schemes.

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## Experience

SERVICE FILE CLERK | HONDA | NOVEMBER 2021 - MAY 2022

SALES ASSOCIATE | NIKE | SEPTEMBER 2020 – MARCH 2021

SALES ASSOCIATE | BASKETS AND QUILTS BY BLESS | JUNE 2013 – SEPTEMBER 2019