

# MARY NAWROCKI

5715 Rhine ct   Grandville, Michigan, 49418   6162171380   nawrocki\_mary@yahoo.com

---

## WORK EXPERIENCE

MYSELF , WYOMING, MI

*online sales, Jan 2010 – Present*

- Examine, select, order, and purchase at the most favorable price merchandise consistent with quality, quantity, specification requirements and other factors.
- Authorize payment of invoices or return of merchandise.
- Calculate revenue, sales, and expenses, using financial accounting or spreadsheet software.
- Compose descriptions of merchandise for posting to online storefront, auction sites, or other shopping Web sites.
- Compose images of products, using video or still cameras, lighting equipment, props, or photo or video editing software.
- Receive and process payments from customers, using electronic transaction services.
- Initiate online auctions through auction hosting sites or auction management software.
- Investigate sources, such as auctions, estate sales, liquidators, wholesalers, or trade shows for new items, used items, or collectibles.
- Participate in online forums or conferences to stay abreast of online retailing trends, techniques, or security threats.
- Order or purchase merchandise to maintain optimal inventory levels.
- Maintain inventory of shipping supplies, such as boxes, labels, tape, bubble wrap, loose packing materials, or tape guns.
- Determine and set product prices.
- Deliver e-mail confirmation of completed transactions and shipment.
- Create, manage, or automate orders or invoices, using order management or invoicing software.

*Sales , Jan 2010 – Present*

ERIN BROWN, COMSTOCK PARK, MI

*Nanny, Jan 2006 – Jan 2012*

- Help prepare and serve nutritionally balanced meals and snacks for children.
- Regulate children's rest periods and nap schedules.
- Meet regularly with parents to discuss children's activities and development.
- Organize and conduct age-appropriate recreational activities, such as games, arts and crafts, sports, walks, and play dates.
- Observe children's behavior for irregularities, take temperature, transport children to doctor, or administer medications, as directed, to maintain children's health.
- Model appropriate social behaviors and encourage concern for others to cultivate development of interpersonal relationships and communication skills.
- Help develop or monitor family schedule.

- Supervise and assist with homework.
- Assign appropriate chores and praise targeted behaviors to encourage development of self-control, self-confidence, and responsibility.
- Transport children to schools, social outings, and medical appointments.
- Instruct and assist children in the development of health and personal habits, such as eating, resting, and toilet behavior.
- Teach and perform age-appropriate activities, such as lap play, reading, and arts and crafts to encourage intellectual development of children.

#### FOREVER 21, GRAND RAPIDS , MI

*Store Manager, Jan 2002 – Jan 2004*

- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Direct, coordinate, and review activities in sales and service accounting and recordkeeping, and in receiving and shipping operations.
- Manage staff, preparing work schedules and assigning specific duties.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- Plan store layouts or design displays.

#### DREAM & DREAM BOUTIQUE, GRANDVILLE, MI

*Boutique Owner, Jan 2004 – Jan 2007*

- Upload digital media, such as photos, video, or scanned images to online storefront, auction sites, or other shopping Web sites.
- Order or purchase merchandise to maintain optimal inventory levels.
- Maintain inventory of shipping supplies, such as boxes, labels, tape, bubble wrap, loose packing materials, or tape guns.
- Disclose merchant information and terms and policies of transactions in online or offline materials.
- Determine and set product prices.
- Deliver e-mail confirmation of completed transactions and shipment.
- Create or maintain database of customer accounts.
- Create or distribute offline promotional material, such as brochures, pamphlets, business cards, stationary, or signage.
- Collaborate with search engine shopping specialists to place marketing content in desired online locations.
- Create, manage, or automate orders or invoices, using order management or invoicing software.
- Calculate revenue, sales, and expenses, using financial accounting or spreadsheet software.
- Prepare or organize online storefront marketing material, including product descriptions or subject lines, optimizing content to search engine criteria.

- Receive and process payments from customers, using electronic transaction services.
- Calculate purchase subtotals, taxes, and shipping costs for submission to customers.
- Compose images of products, using video or still cameras, lighting equipment, props, or photo or video editing software.
- Correspond with online customers via electronic mail, telephone, or other electronic messaging to address questions or complaints about products, policies, or shipping methods.
- Design customer interface of online storefront, using web programming or e-commerce software.
- Develop or revise business plans for online business, emphasizing factors such as product line, pricing, inventory, or marketing strategy.
- Devise, select, or purchase domain name and web address.

#### OTTAWA COUNTY MENTAL HEALTH FOR HEATHER DAVIES, HOLLAND, MI

*Respite Care Working with Autistic child, Jan 2001 – Jan 2004*

- Collaborate with other professionals to evaluate patients' medical or physical condition and to assess client needs.
- Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan.
- Confer with other staff members to plan or schedule lessons promoting learning, following approved curricula.
- Instruct special needs students in academic subjects, using a variety of techniques, such as phonetics, multisensory learning, or repetition to reinforce learning and meet students' varying needs.
- Instruct students in daily living skills required for independent maintenance and self-sufficiency, such as hygiene, safety, or food preparation.
- Organize and supervise games or other recreational activities to promote physical, mental, or social development.
- Teach socially acceptable behavior, employing techniques such as behavior modification or positive reinforcement.

#### GRAND VALLEY NURSING HOME, GRAND RAPIDS, MI

*CNA, Jan 1997 – Jan 1999*

- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.
- Change bed linens or make beds.
- Collect specimens, such as urine, feces, or sputum.
- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Feed patients or assist patients to eat or drink.

- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Prepare or serve food trays.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.
- Turn or reposition bedridden patients.
- Undress, wash, and dress patients who are unable to do so for themselves.
- Wash, groom, shave, or drape patients to prepare them for surgery, treatment, or examination.

## EDUCATION

HOME SCHOOL, KENTWOOD, MI  
*High School Diploma, May 1996*

GRAND VALLEY, ALLENDALE, MI  
*Management*

## ADDITIONAL SKILLS

- Wholesale buying
- Marketing Online Google Facebook Instagram
- Excellent Customer Service
- Proven Sales Targets