

NELLIE METCALF

847-767-1449
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EDUCATION

Bachelor of Fine Arts

Graphic Design
Illinois State University
August 2022 - Present

SKILLS

Adobe Illustrator
Adobe Indesign
Typography
P.O.S
Time management
Collaboration
Communication
Organization

WORK EXPERIENCE

Event Management, Dining, and Hospitality Student Worker

Watterson Dining Commons - Normal, IL
September 2024 - Present

Collaborate with a team to serve students meals efficiently.
Carefully wash, sanitize, and restock dishes to ensure cleanliness and availability.

Service Experience Representative

Nordstrom Rack - Kildeer, IL
May 2024 - August 2024

Managed customer purchases, returns, and phone calls in a fast-paced environment.
Worked closely with a team to provide customer service and maintain a clean environment behind the register.

Barback

Vault 232 - Lake Zurich, IL
May 2023 - December 2023

Supported bartenders by restocking and organizing bar inventory and maintaining a clean environment.
Provided excellent customer service by addressing guests' needs.

Data Entry

Acktemp - Lake Zurich, IL
December 2022 - January 2023

Maintained records of digital files, ensuring easy retrieval for reports.
Assisted in organizing and categorizing various forms of data, including receipts.

Production Associate

Goodwill - Lake Zurich, IL
June 2022 - August 2022

Sorted and priced donated goods for resale while meeting projected units of the day.
Collaborated with Donation Attendants by streamlining donation intake.

Sales Associate

Goodwill - Lake Zurich, IL
September 2020 - August 2021

Processed customer transactions efficiently, including cash, credit, and debit payments.
Watched sales floor for customer assistance and ensured shelves were stocked.