

# Oaklee Ohmie

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## EXPERIENCE

### **Surge, LLC, Salt Lake City, UT — Inbound Marketing Specialist**

OCTOBER 2017 - OCTOBER 2019

- ❑ Working closely with the management and sales team
- ❑ Working on the development of marketing campaigns directed towards mid-market channels
- ❑ Developing relationships with clients to maximize in market opportunity
- ❑ Handling confidential materials (i.e. NDA forms) and displaying a professional demeanor
- ❑ Creating, proofreading, and testing email campaigns

### **JCPenney, Sandy, UT — Merchandise Sales Associate**

JUNE 2016 - MAY 2017

- ❑ Developed positive customer relationships through friendly greetings and excellent service
- ❑ Assisting on average 40 customers per day in finding or selecting items and providing recommendations
- ❑ Maintaining accurate and attractive merchandise displays

### **Sizzler, Sandy, UT — Hostess**

AUGUST 2015 - JANUARY 2016

- ❑ Completing side work during downtime
- ❑ Opening the front door for guests when possible
- ❑ Managing the register while taking phone calls and taking customers orders
- ❑ Demonstrating thorough knowledge of the menu, including food, beverages and ingredients

## EDUCATION

### **Jordan High School, Sandy, UT — High School Diploma**

AUGUST 2013 - JUNE 2017

Graduated with Honors.

## SKILLS

Strong attention to detail, highly organized.

Ability to work autonomously with minimal supervision.

Thorough knowledge of Word, Excel, PowerPoint, etc.

Good understanding of online and offline communications.

## AWARDS

**Honors Roll** for maintaining a 3.5 GPA every quarter.

**Honors Diploma** for acquiring a higher number of credits than academically required by sustaining a high level of academic achievement.

**Canyons Technical Education Center, Sandy, UT — *Certified Nursing Assistant***

AUGUST 2015 - JUNE 2016

Acquired CPR certification and first aid training.

**Salt Lake Community College, Taylorsville, UT — *Associates***

JUNE 2019 - PRESENT

Working on my associates degree with my main focus in accounting.