

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.

Proficient in JavaScript, JQuery, HTML, CSS

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.

University of Utah, Sandy, UT — *Certificate of Completion in Fullstack Web Development*

NOVEMBER 2019 - PRESENT

Working on my certificate of completion in fullstack web development with my main interest being front end web development including HTML, CSS and JavaScript.