



# Olivia Evelyn Jennings



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## S U M M A R Y

Organized team leader with strong customer service skills. Knowledge of managing an inventory with thousands of pieces as well as supervising a team

## E X P E R I E N C E

### Key Holder

*Steps New York/KARA - Pembroke Pines FL. – March 2019-August 2021*

- Supervised up to 5 Sales Associates making sure sales were met and tasks were completed in an efficient manner; including cleaning, processing inventory, loss prevention, and merchandising
- Managed POS system transactions including credit, cash, exchanges, returns, and refunds to ensure accurate cash flow; Up to \$8,000 per day
- Counted, tagged, and sensed up to 15 boxes (1,200 pieces) of inventory each week, while transferring up to 100 pieces correctly to different stores
- Maintained a clean, organized inventory of up to 15,000 pieces and curated displays of rotating seasonal merchandise
- Anticipated customers' needs and style to provide them with high quality service
- Facilitated transfer of merchandise and operations from KARA's to Steps while making sure inventory was accurate

### Inter/Shadow of Dr, Cordova

*Animal Health Center at Weston – Weston FL. – May 2013-2017*

- Shadowed veterinarian during different surgical procedures and general examinations on cats, dogs, and other domestic animals
- Participated in spays, neuters, and mass removals
- Assisted with the general care for animals before and after surgical procedures including feeding, walking, sterilizing, and supervising animals after surgery for any signs of duress

### Aftercare Employee/General Volunteer

*St. Bonaventure Catholic School – Davie FL. – 2012-2018*

- Supervised children aged 3-13 after school, oversaw completion of homework and projects
- Assisted librarian by organizing library through book processing, cataloging, and shelving
- Set up bulletin boards and displays in library and classrooms informing students of different activities and events happening

## S K I L L S

- Basic Proficiency in Spanish
- Proficient in Microsoft Office
- Customer Service Experience
- Leadership Skills
- Communication
- Problem Solving

## E D U C A T I O N

### Bachelor of Science, Minor in Chemistry

*Florida State University*

Class of 2018

Relevant Course Work: Experimental Biology Lab, Comparative Vertebrate Anatomy, Microbiology Lab, Calculus 1, Organic Chemistry I, Organic Chemistry II, and Organic Chemistry Lab, Statistics for Biology, College Physics and Lab