
NAME

name@gmail.com / (555) 555-5555
Dicktown

Summary

A results-driven professional with expert interpersonal skills, an analytical mindset, and a proven record implementing creative solutions to achieve positive outcomes across settings. Seeking to further develop experience in the cannabis industry while contributing as part of a motivated, process-oriented team.

Experience

Dispensary - Dispensary Operational Support

11/2022 - 02/2023

Location

- Assumed a range of responsibilities for a range of essential dispensary tasks, including:
- Inventory Compliance Reporting, including exported sales and inventory data in 2-week time periods and submitting to the Cannabis Control Board and financial lenders, monitored CCB announcements for Rule 2 rule changes.
- Inventory Management, including receiving cannabis product, verifying manifests and COAs included with delivery, working with producers to resolve discrepancies while maintaining positive working relationships, logging shipments in inventory management system, converting bulk cannabis flower to a saleable product in-systems, and performing inventory tracking/auditing.
- E-Commerce Management, including product photography & photo editing, creating product web description copy, ensuring consistent product presentation and branding across individual product entries and broader category pages, ensuring accurate and consistent online menu presentation, adjusting pricing to reflect sales/specials.
- Cash Management/POS Support, including resolving terminal hardware problems as well as human register error, monitoring drawers throughout the day to maintain appropriate cash levels, keeping detailed records of cash drops, closing out registers at the end of the night, and preparing cash drawers for next day
- Budtending, including greeting and IDing customers, showing them onto the sales floor, creating a welcoming and comfortable environment, supporting direct sales, and providing product education to customers on the floor to help sales staff during peak business hours.

Freelance - Copy & Content Writer

06/2017 - Present

location

- Responsible for business web copy creation for 25+ live sites targeted at a range of demographics.

Education and Training

05/2011

University of

Location

B.A.: History

Major GPA: 3.8,

Graduated with Honors,

Honors College Scholar

Skills

- Event, Print & Web Copywriting
 - Keyword Research & SEO
 - Advanced MS Office Suite Skills
 - Product Photography/Photo Editing
 - Adobe Creative Suite & Graphic Design
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Certifications

- V Vendor Retail Training -Green Path Training
- -Issued Employee ID Card

- Researching and creating unique SEO-optimized blog content for clients to drive online traffic and increase through-sales while adhering strictly to the client's brand style guide.
- Working collaboratively with clients to create web-based documents, FAQs, internal executive summaries, manuals/guiding documents, and creative briefs.
- Generating tailored email and social media marketing content as well as accompanying graphics.

Agency - Community Mental Health Clinician

12/2014 - 12/2020

- Worked independently to provide direct in-home care to youth and families experiencing mental health crisis while collaborating as a member of a larger system of care/support.
- Provided clinical guidance and direction to interventionist staff.
- Created and maintained Medicaid-billable treatment plans and documented healthcare-billable direct service hours through detailed clinical notes.
- Conducted comprehensive service coordination and coordinated care amongst providers in order to ensure continuity of care across settings.
- Participated as part of a peer-hiring committee to interview Masters-level candidates to join our team.
- Worked collaboratively with parents to identify triggers and antecedents to unsafe behavior, manage safety in the home, and develop coping/resiliency skills
- Provided clinical guidance and direction to interventionist staff.
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**Agency - Community-Based Interventionist
Location**

09/2009 - 12/2014

- Assisted youth clients to build resiliency skills and practical living skills by engaging in a range of community-based activities.
- Participated in school and treatment team meetings to provide clinical updates.
- Implemented de-escalation and crisis management plans to assist clients experiencing mental health crisis.
- Created and maintained detailed clinical notes of direct services provided to ensure adherence to Medicaid-billing requirements.