

Tierney Jackson

Memphis, TN | 901-288-8203 | tierneyj@gmail.com

SKILLS

- Excellent phone, verbal, and written communication skills
- Strong attention to detail and highly organized
- Initiative-taking, adaptable with the ability to work under pressure to meet deadlines in a demanding environment
- Able to work collaboratively and productively with diverse teams as well as independently
- Able to conduct market research to better analyze relevancy and trends
- Strong analytical skills and ability to use data to inform marketing strategies
- Proficiency in HTML, CSS, Bootstrap, Photoshop, Canva, and Figma
- Knowledgeable of Microsoft Office (Outlook, Word, Excel) and Google (Gmail, Google Docs, Google Sheets)

ACTIVITIES & INTERESTS

Languages: Conversational proficiency in Mandarin Chinese (studied 3 years)

Interests: Language Learning, International Travel, Technology

EXPERIENCE

REIFERS, HOLMES, & PETERS LLC

Legal Assistant

Memphis, TN USA

May 2023 – Present

- Provided administrative support for the office's legal work
- Promptly answered multi-line phone system and greeted callers enthusiastically
- Communicated with clients with sensitivity
- Organized legal documents with confidentiality

HENNES AND MAURITZ (H&M)

Sales Associate

Memphis, TN USA

November 2021 – May 2023

- Coordinated outfits for patrons leading to a 30% sales increase
- Learned to take a leadership role and designate tasks to personnel in a demanding environment
- Worked in a demanding environment with high customer traffic with a team
- Executed merchandising strategies using visual displays throughout the store to bring in customers
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EDUCATION

UNIVERSITY OF MEMPHIS

Bachelor of Arts: Psychology | Cognitive Science Concentration

Minors: Mandarin Chinese & English

GPA: 3.6 / 4.0

Memphis, TN USA

August 2020 – May 2024

GOOGLE UX DESIGN PROFESSIONAL CERTIFICATE

Coursera

In progress