

Tierenev Jackson

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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
- Maintained client relations with sensitivity and confidentiality
- 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
- Acclimated to working in a demanding environment with high customer traffic
- Execute merchandising strategies using visual displays throughout the store; Contribute to the store's visual appeal to bring in customers

EXPRESS

Sales Associate

Southaven, MS USA

October 2019 – March 2020

- Greeted customers and answered any questions they have in order to ensure quality service
- Assisted customers with finding items needed throughout the store
- Maintain consistent product presentation, display building, promotional support, and pricing

EDUCATION

University Of Memphis

Bachelor of Arts: Psychology; Cognitive Science Concentration

Minor: Mandarin Chinese & English

GPA: 3.6 / 4.0

Memphis, TN USA

May 2020 – May 2024

Courses

Special Problems in Psych 4305

Spring 2023

Specialized course that allows a student to study a specific subject with greater depth. The subject focused on the basics of UX/UI design. Completed a project with creating a personal website by the end of the course. Learned to conduct market research, HTML, CSS, Bootstrap, create wireframes, and deploy websites through GitHub.

Research and Statistics II 3020

Fall 2023

Interpretation, design, and conduct of psychological research and statistical methods used to analyze resulting data with emphasis on non-experimental methods, descriptive statistics, and correlational methods.

SKILLS

- Excellent verbal and written communication skills
- Able to type 55 WPM
- Highly organized
- Strong attention to details

- 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
- Basic math and writing skills
- Basic HTML, Bootstrap, and CSS knowledge

ACTIVITIES & INTERESTS

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

Interests: Learning Languages, International Travel, UX Design and Research