

Tiereney Jackson

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

SKILLS

- Experience in user research and interaction design gained through university courses, certificate programs, and case studies
- Proficiency in HTML, CSS, Bootstrap, Photoshop, Canva, and Figma
- Knowledgeable of Microsoft Office (Outlook, Word, Excel) and Google (Gmail, Google Docs, Google Sheets)
- 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 attention to detail and analytical skills
- Excellent verbal and written communication skills

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

EDUCATION

UNIVERSITY OF MEMPHIS

B.A Psychology

Minors: Mandarin Chinese & English

GPA: 3.6 | Dean's List (4 years)

Memphis, TN USA

August 2020 – May 2024

UX DESIGN CERTIFICATE

Google

Dec 2023 – Present

ACTIVITIES & INTERESTS

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

Interests: Language Learning, International Travel, Technology

