**Education**

**Ohio University Athens, OH | Anticipated graduation-May 15**

* Bachelor of Science in Human and Consumer Sciences
* Major: Retail Merchandising & Fashion Product Development
* Minor: Communications

**Work Experience**

**Kitty Hawk Kites, May 13-August 13**

• Fun consultant: Operated cash register, maintained organization of rooms, heavily interacted with customers and addressed their needs as necessary

• Once promoted to Keyholder: Activated registers in the morning and balanced the drawers at night. Made cash deposit at night. Delegated tasks to fun consultants

* Worked with merchandising manager to re-merchandise gift room and women’s surf room to increase sales by displaying products in the most visually appealing way possible

**RICOWI Inc., June 11-Present**

* Administrative assistant: Formatted seminar handouts, name tags, invoicing, website updates, membership packets, updated and prepared assorted forms for conferences and reports
* Assistant meeting planner: Dealt with meeting attendees, responsible for registration desk, addressed attendees questions and needs, assisted overseeing and ensured the meetings ran smoothly, interacting with site staff

**Victoria’s Secret, November 11-January 13**

* Sales associate: welcomed customers at the door to inquire about their needs and ensure a pleasurable shopping experience by assisting them to the best of my ability

**Abercrombie and Fitch, November 11-January 13**

* Member of the impact team: worked in the stock room unloading new shipments, prepped clothing for sale and organized back stock of merchandise in the bays in a manner that was most convenient to locate an item

**College Bookstore, Greek Department, August 12-Present**

* Create new sales to bring in more customers. Create displays for new merchandise. Create samples for new crafting merchandise, assist customers with designing paddles and custom apparel

**Activities**

* Fashion Associates 11-Present, student-run organization Title: Fashion Show Coordinator. Duties include overseeing committee heads to ensure they are meeting deadlines; contribute creative ideas during event planning sessions with other committee members.
* Phi Upsilon Omicron 13-Present, student-run honors fraternity: Current project involves assisting deprived students by showing how to get by on little to no monetary support.

**Achievements**

* Captain of very competitive Division I high school swim team
* Captain of high school golf team
* Invitation to join Honors Program College
* Recipient of Charles D. Joseph Endowment Scholarship

**Skills**

* Four years of Spanish language study and travel to Spain
* Excellent interpersonal, organizational, and problem solving skills
* Adapts well to new environments: international travel to Hungary, Spain, Netherlands, Canada