



Experience

Lead Sales Manager for HandPicked Jewelry November 2010 - current

- Work with customers of all ages and backgrounds as a sale person and management
- Run the cash register, counting down money and making deposits
- Merchandise the store and front windows
- Lead the sales team on the floor and coach them through the day on sales techniques and tasking

Peer Mentor with Summer Preview October 2008 - current

- Led a group of twelve incoming freshmen around Charleston doing various activities
- Built the theme and organized each day's activities for the program
- Designed the brochures for each theme and redesigned the Summer Preview website

Orientation Intern for College of Charleston March 2010 - January 2012

- Helping students and their parents through orientation activities
- Assisting with the logistics of orientation
- Instructing students on the resources and technology at College of Charleston
- Created social media messages on Facebook and Twitter through the different summer sessions of Orientation

Education

South Florence High School August 2004 - June 2008

Graduated 5th in class rank; took Honors and AP courses; English, Art, Dance and Journalism interests

College of Charleston Current

Completing a major in Corporate Mass Communication

Skills

- Very experienced in using PageMaker, InDesign, HTML, XHTML, CSS, Pages, Photoshop, Microsoft Word, Excel and PowerPoint
- Very familiar with both PCs and Macs and different forms of social media, including Facebook and Twitter
- Skilled at working with customers in person and over the phone
- Able to lead a large group of students and connect with them
- Able to make quick judgment calls for situations and stand behind them
- Skilled merchandiser, able to create and pull together big statements with an overall pleasing and interesting look

References

Bruce Fleming (843) 953-6310
Stephanie Auwaerter (843) 953-2017
Kelly Gorby (843) 971-4019