**Educational Background**

**Bachelor of Science in Human and Consumer Sciences Expected Graduation:**

**Retail Merchandising And Fashion Product Development 2016**

Ohio University, Athens, Ohio

**Minor: Business Administration**

**Work Experience**

**Steve Madden—Cejon Division, New York City, New York 08/2015-12/2015**

*Sales Intern*

* Worked closely with the VP of Sales to ensure smooth execution of sales processes
* Assisted in market week appointments with big name retailers
* Researched selling reports and created cost sheets
* Labeled, organized, and delivered samples
* Produced spreadsheets for all companies encompassing the desired merchandise

**Victoria’s Secret, Tuttle Crossing Mall, Dublin, Ohio 05/2013-Present**

*Seasonal Sales Associate*

* Provide customer service in a diverse environment
* Replenish the sales floor with merchandise housed on our storage walls
* Obtain and distribute financial transactions during check-out
* Follow and arrange floor sets according to our given diagrams

**West Jefferson Memorial Middle School, West Jefferson, Ohio 06/2013-08/2015**

*Assistant Cheerleading Coach*

* Assist a group of twenty adolescents by teaching a list of 100 cheerleading cheers
* Organize physicals, emergency contact information, and health documents for all girls
* Discover and enroll the squad in various cheerleading competitions throughout Ohio

**The Buckle, Tuttle Crossing Mall, Dublin, Ohio 11/2012-03/2013**

*Seasonal Sales Associate*

* Assembled floor-sets for both the women’s and men’s clothing sections
* Exhibited customer service in a fast-paced and commission based environment

**Involvement**

**Ohio University Fashion Associates, Ohio University, Athens, Ohio 08/2013-Present**

*Fashion Show Committee Head*

* Organize the annual Mom’s Weekend Fashion Show
* Coordinate amongst 5-6 fashion show committees to produce the final show

*Advertising Committee Head*

* Administered tasks to a group of six members for our annual Mom’s Weekend Fashion show
* Distributed flyers and coffee sleeve stickers around campus to draw awareness to our Fashion show

*Secretary*

* Collect “minutes” from every meeting and distribute them to all members
* Accumulate and update attendance at our weekly meetings

**Phi Upsilon Omicron Honors Fraternity, Ohio University, Athens, Ohio 08/2013-Present**

*Initiation Chair*

* Organize initiation once a semester for new members
* Commence initiation for new members entering the fraternity

*Publicity Officer*

* Manage our organization’s private Facebook profile
* Advertise flyers around campus to inform other students about our organization

**Professional Retail Leaders, Ohio University, Athens, Ohio 11/2014-Present**

*Social Chair*

**Accomplishments**

* Certified in Customer Service by the NRF Foundation, Spring 2013
* Certified in First Aid, Summer 2013
* Certified in CPR, Summer 2013
* Certified in NFHS Coaching, Summer 2013
* Certified in 21st Century Leadership, Fall 2014