
- EXPERIENCE -

01. Elegante Studio

SALES ASSOCIATE

*Lansing, MI
2013 - 2014*

At Elegante my responsibilities included managing the customer contact database and maintaining product inventory. Having been tasked with customer care and product sales, the position required patience and an appreciable amount of empathy given the potential rationale for the patronage of our clientele.

02. Foods For Living

SALES ASSOCIATE

*East Lansing, MI
2010 - 2013*

Sales associate and part-owner of multi-million dollar employee owned health food store. Responsible for maintaining records of the company's Nutritional Savings Program database, branding and displays, signage and information, performing all aspects of clerical transactions, and most notably, providing exemplary customer service.

03. Valley Animal Clinic

VETERINARY ASSISTANT

*Auburn, MI
2008 - 2009*

Some of many responsibilities included stocking, checking invoices, pricing over-the-counter items, animal restraint, nail trimming, feline leukemia testing, heartworm testing, radiology assisting, blood draws, vaccine preparation, fluid therapy, post-operative animal care, and maintaining electronic medical records.

SKILLS

TECHNICAL

- Adobe Photoshop
- Microsoft Office
- Windows and Mac OS
- HTML

ADAPTIVE

- Strong attention to detail
- Great communication skills

CREATIVE

- Photo Editing
- Digital Imaging
- Design Composition
- Color Theory

- EDUCATION -

**DUAL ENROLLMENT, GRAPHIC ARTS
DELTA COLLEGE**

*University Center, MI
GPA: 3.6*

2007 - 2008

**SPEECH LANGUAGE PATHOLOGY
LANSING COMMUNITY COLLEGE**

*Lansing, MI
GPA: 3.2*

2009 - 2013
