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## Experience

### Summer 2023

Intern • Dr. Emmett J. Conrad Leadership Program • UNT Dallas

- Performed clerical and administrative duties
- Prepared promotional materials and presentations
- Assisted with event planning, seminars and meeting coordination

### May 2022–August 2022

Sales Associate • Burke's Outlet, Waxahachie

- Trained new team members in cash register operation, stock procedures, and customer service
- Worked with fellow team members to achieve group targets
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity
- Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items
- Engaged customers in a friendly, professional dialogue to determine needs
- Tracked company inventories, moved excess stock, and arranged products to improve sale

## Education

High School Diploma – Life High School – May 2021

Visual Arts Student – University of North Texas (current student)

## Skills

### Marketing / Design Management

- Worked with a marketing team responsible for creating designs for posters, social media platforms, and flyers to help promote the company brand.
- Maintained knowledge of current promotions, exchange guidelines, payment policies, and security practices

### Time Management, Teamwork, and Collaboration

- Built and maintained relationships with peers and upper management to drive team success. Attended meetings to discuss the program's next steps and upcoming events
- Worked with fellow sales team members to achieve group targets
- Engaged associates in friendly, professional dialogue to figure out what needs are needed
- Adhered to company initiatives and achieved established goals

### Leadership

- Team building exercises
- Leadership seminars

### Technology

Microsoft  
Photoshop

Canva  
Procreate

