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TECHNICAL SKILLS

Adobe Creative Suite: Photoshop, InDesign, Illustrator, Media Encoder, Premiere Pro, Premier Rush / Microsoft Office: Word, Excel, Power Point / Google Suite: Gmail, Google Drive, Dropbox / Trade Gecko / Shopify / Asana / Mac & Pc Efficient / Canva / SEO / Google Analytics

CREATIVE SKILLS

GIF & Cinemagraph Design / Social Media content creation / Photo & Video editing / Graphic Design / Web Design / Product Development / Visual Merchandising

PERSONAL SKILLS

Collaboration / Time Management / Creative Direction / Detail Oriented / Solution Driven / Customer Service / Multitasking / People Skills / Communication

LANGUAGES

English / Spanish

AVAILABLE FOR RELOCATION

WORK EXPERIENCE

SCOTT GLOBAL MIGRATION LAW GROUP, OFFICE ADMINISTRATOR AND RECEPTIONIST, CHICAGO, IL / 2019 - 2020

- Managed day to day office administration and assisted senior attorney.
- Answered all incoming phone calls, booked consultations, and greeted incoming clients.
- Sorted all incoming and outgoing office mail and did data entry.
- Was in charge of ordering office supplies and keeping the office space well organized.

ARTFUL LODGER, GRAPHIC WEB DESIGNER AND SOCIAL MEDIA MANAGER, CHICAGO, IL / 2019 - 2020

- Created and designed a new website for Artful Lodger Apartments.
- Designed and created a new logo for the business.
- Managed and help build a social media presence.
- Directed and coordinated photoshoots to be used for marketing materials and on its website.
- Updated and added apartment information onto new rental sites.

CHRISTINA GREENE LLC, MERCHANDISING/MARKETING INTERN, HOUSTON, TX / 2019

- Assisted in the creation of social media content for Instagram/Facebook and blog posts.
- Wrote out new product descriptions and coming up with new product names.
- Customer and Influencer outreach through email and social media and website maintenance.
- Cataloged in-store stock merchandise.
- Organized and tagged merchandise for the 2019 Houston Rodeo and Livestock show.

TORRID, PARTTIME SALES ASSOCIATE, SUGAR LAND, TX / 2019

- Greeting incoming customers and assisting them with finding items, acting as a personal stylist and finalizing sales.
- Signing up customers to membership program and informing them on upcoming store offers.
- Maintaining a constant presence on the sales floor to support customers needs.
- Organizing store merchandise and updating floorset to stay up to store and brand standards.

HANG ACCESSORIES, REMOTE PART-TIME INTERN, SAN DIEGO, CA / 2018

- Created new social media strategy and content for brand growth and new markets.
- Researched new influencers, bloggers, brands, and PR leads for collaboration.
- Built engagement with Instagram influencers and bloggers matching the brand's aesthetic.
- Researched and pitched new product development ideas (Two of my product ideas have continued to be sold and manufactured).
- Analyzed and pitched new ideas to aid in the brand's growth and help brand enter into new markets.

CHRISTINA GREENE LLC, MARKETING/MERCHANDISING INTERN, HOUSTON TX, / SUMMER 2017

- Assistant to the Merchandise Manager, Sales Director, and Owner.
- Tracked in-store, display & stock merchandise.
- Managed customer phone inquiries, online inventory/orders & retail/wholesale shipments.
- Arranged in-store jewelry displays and assisted photo-shoots and styled models.
- Produced and shot – "Making of the CG Fall 2017 Collection" video distributed to all CG customers, retailers, and Instagram and shown at the 2017 Houston Rodeo and Convention.

EDUCATION

Savannah College of Art and Design (SCAD)

B.F.A. In Fashion Marketing and Management, August 2018

International School of Tegucigalpa, Tegucigalpa, Honduras

US-accredited High School Diploma, International School of Tegucigalpa, June 2014