

Jane M. Doe

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EDUCATION

Kingsborough Community College

Brooklyn, NY

May 2023

Associate of Arts in Liberal Arts

3.4 GPA

Honors: Dean's List

RELEVANT EXPERIENCE

Foot Locker

Brooklyn, NY

May 2019-Present

Sales Associate

- Assist customers with purchasing high quality sneakers, that meet their needs for comfort, longevity, and design
- Remain knowledgeable of new products and sales to better handle customer inquiries leading to an enhanced shopping experience
- Consistently achieve top-three rank for productivity every shift through confident and enthusiastic engagement with customers and meeting sales goals

Bronx Zoo

Bronx, NY

January 2019-April 2019

Public Relations Intern

- Developed and implemented a weekly schedule of educational marketing videos and social media research projects to encourage more guests to visit the private zoo in support of conservation efforts
- Composed sample content for the marketing assistant to help drive traffic towards our social media platforms for the latest information on upcoming events, activities, and occurrences
- Conducted search engine optimization research to gain more knowledge of marketing strategies that will enhance the driving of sales and profit

Chick-Fil-A

Brooklyn, NY

June 2018-April 2019

Team Member

- Ensured the delivery of excellent customer service through fast and accurate processing of orders, communication with my managers, and coordinating with my team
- Built and maintained positive relationships with patrons by providing prompt and efficient service to promote customer loyalty
- Trained new team members how to effectively deliver exemplary customer service and maintain areas of operation in line with the policies and procedures set forth by the company
- Consistently adhered to all safety and health regulations in the handling of food in its preparation and delivery

COMMUNITY INVOLVEMENT

- Boys and Girls Club (2018)
- Bensonhurst Recreation Center (2017)

HONORS & AWARDS

- Healthcare Club Honor Society Inductee (2019)
- Employee of the Month (2017)

PROFESSIONAL AFFILIATIONS

Healthcare Club Honor Society, **Member** (2019)

Student Government Association, **Representative** (2018-Present)

SKILLS

- Fluent in Spanish
- Proficient in MS Word, Excel, Power Point
- Basic knowledge of Adobe Photoshop