

# Autumn McClung

Example Street, Norfolk VA, 23510 | (111) 111-1111 | exampleemail@gmail.com

## SKILLS

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- Adaptability
- Active Listener
- Attention to Detail
- Creativity
- Effective Communication
- Emotional Intelligence
- Flexibility
- Organized
- Patient
- Problem Solving
- Teamwork/Collaboration
- Time Management

## WORK EXPERIENCE

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### Green Bean Child's Play Place

Virginia Beach, VA 23454

Playroom Attendant

OCTOBER 2018 - MARCH 2020

- At Green Bean, I welcomed guests, guided them through the check-in process, encouraged sales of memberships, accurately accepted money for transactions, proactively cleaned the facility, and assisted in party setups.
- I oversaw the well-being of children left under Green Bean's supervision, monitored the playroom and other activities, such as bubbles, music time, games, and painting, to ensure children were playing safely.

### Michaels Craft Store

Virginia Beach, VA 23456

Cashier

OCTOBER 2020 - JUNE 2021

- At Michaels, I resolved customers' issues and answered questions, encouraged sales of memberships, accurately accepted money for transactions, assisted in customers' purchases, maintained a safe and clean working environment, answered phone calls, and contributed to team effort accomplishing related results as needed.
- I received, packaged, and removed online orders from the Michaels' Store system on our iPads.

### Journeys Shoes

Norfolk, VA 23510

Sales Lead

JUNE 2021 - AUGUST 2022

- At Journeys, I assisted in customers' purchases, answered phone calls, organized the stockroom, restocked display shelves, maintained a safe and clean sales floor, encouraged upselling and memberships, and contributed to team selling efforts.
- I checked in new shipments of products, ensured that all products were successfully uploaded into our system, placed shoes correctly in the stockroom, and created displays for the new arrivals.
- I received, packaged, and removed online orders from the Journeys' Store system on our computers.
- I held the responsibility of opening, maintaining, and closing the store.

## EDUCATION

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### Salem High School

Virginia Beach, VA 23464

Graduate | GPA: 3.2

SEPTEMBER 2016 - JUNE 2020

- During my senior year at Salem, I successfully started my own fundraiser and sold cupcakes to students and staff. I utilized my communication, time management, creativity, and leadership skills to help my team with this project.

### Tidewater Community College

Virginia Beach, VA 23453

Currently Enrolled | GPA: 3.6

AUGUST 2020 - PRESENT

- I attended Tidewater Community College for one year before transferring to Old Dominion University. I am currently enrolled in additional classes to further my education and enter my career field more efficiently.

### Old Dominion University

Norfolk, VA 23529

Currently Enrolled | Elementary Education Major | GPA: 3.8

AUGUST 2021 - PRESENT

- I am currently attending Old Dominion University, enrolled in their elementary education program. I am a dean's list student dedicated to always putting forward my best effort in every assignment.