

# AYANA WHITAKER

ayanakaii@gmail.com | (402) 739-2191 | Omaha, NE 68104

## PROFESSIONAL SUMMARY

Dedicated Individual looking to work in a field in the Fashion Industry. Meticulous with being creating content and modeling. Comfortable working independently or collaborating with a team. Expertise in Fashion as well as clerical skills. Motivated self-starter with 2 years of experience recording, editing, and posting videos to social media.

## SKILLS

- Coping skills
- Patient confidentiality
- Solution-focused techniques
- Interpersonal Communication
- Planning and Coordination
- Verbal and written communication
- Conflict resolution
- Basic math Good listening skills
- Excellent work ethic
- Training & Development
- Collaboration
- Research
- Video Editing
- Creativity
- Interpersonal communication skills
- Listening skills
- Conflict resolution skills

## WORK HISTORY

### **Estates Case Owner | TD Ameritrade - Omaha, NE 11/2016 - Current**

- Broker trained and licensed.
- Own Cases and help clients with resolving Estate issues.
- Leveraged knowledge on all softwares to complete weekly tasks, update quarterly goals and maintain goals

### **Merchandise Coordinator | Ulta Beauty - Omaha, NE 06/2016- 11/2016**

- Responsible for merchandising the store and keeping up to date on store promotions.
- Controlled store inventory and reviewed cash handling and operations reports.
- Oversaw employee performance, corrected problems and increased efficiency to maintain productivity targets.
- Exhibited excellent people skills during interaction with employees and customers.

### **Sales Associate | Rue 21 - Omaha, NE 08/2015 - 06/2016**

- Kept an average of processing one box of merchandise per hour.
- Stayed current on available products, store promotions and customer service policies to better serve shoppers.
- Completed regular cycle counts and inventory audits.
- Recorded information, shortages and discrepancies to keep records current and accurate.

### **Sales Associate | Dillard's - Lincoln, NE 09/2014 - 05/2015**

- Effectively made quotas each day.
- Helped customers locate products and checked store system for merchandise at other sites.
- Grew sales and boosted profits, applying proactive management strategies and enhancing sales training.
- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise.

## **EDUCATION**

University of Nebraska, Lincoln, NE  
05/2016

### **BACHELORS OF SCIENCE**

MAJOR: FASHION MERCHANDISING

MINOR: BUSINESS

GPA: 3.5/4.0

- Dean's List 2 semesters while in college
- Member of APU
- Member of UNL Fashion Club