

JUSTINE MILNER

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PROFESSIONAL SUMMARY

Multifaceted Entrepreneur with over 10 years in customer service. Detail-oriented team player with strong organizational skills. Constantly finding ways to use the imagination and make a difference within the community through freelance and volunteer work. Seeking a position that offers professional challenges, growth and creative problem-solving skills.

SKILLS

- Leadership
- Creative Problem Solving
- Web Design
- Multi-Media Communication
- Content Production
- Fundraising
- Customer Service
- Product Innovation
- Software and Marketing: Google Analytics, SketchUp, Adobe Photoshop, Premiere Pro, InDesign, Trello, Microsoft Excel, PowerPoint and Word (Instagram, Youtube, Facebook, Pinterest, Twitter, iMovie) Creative Design

EDUCATION

Virginia Commonwealth University
Richmond, VA • Expected in 12/2023

Master of Science: Multimedia Journalism

Virginia Commonwealth University
Richmond, VA • 12/2020

Bachelor of Science: Marketing

Brightpoint Community College
Midlothian, VA • 12/2017

Associate of Science: Business Administration

WORK HISTORY

Liquid 2.0 - Bartender

Richmond, VA • 08/2020 - Current

- Serve high customer volumes during special events, nights, and weekends.
- Perform opening and closing duties, printing sales reports, setting up for incoming shift, preparing cash drawers, and taking inventory.
- Keep bar presentable and well-stocked to meet customer needs.
- Follow alcohol awareness procedures for preventing excessive guest intoxication.
- Train new bartenders on drink preparation, product promotion, garnish preparation, and sanitation protocol.

Jussjustine the Company - CEO/Creative Director/Freelancer

Richmond, VA • 03/2017 - Current

- In charge of logistics, marketing, community involvement and sales.
- Establish and maintain strong relationships with over 80 customers, vendors and strategic partners.
- Initiate strategy to drive company growth, increase awareness and profitability.
- Provide custom treatments, creative direction and editing to clients for personal and professional projects.

Anytime Fitness - Manager

Ashland, VA • 01/2022 - 07/2022

- Developed and maintained relationships with over 100 customers and suppliers daily to increase revenue and rapport.
- Maintained professional, clean, and safe environment for employees and patrons.
- Improved marketing and social media to attract new customers and promote business.
- Planned and budgeted accurately to provide business with resources needed to operate smoothly.