

# JUSTINE DIXON

## Ready to serve!

West Palm Beach, FL 33409

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Allows organization and management of time to guide talents. I'm able to create many different goals and surpass them, but to be able to do so with a great team is important to me.

Authorized to work in the US for any employer

## Work Experience

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### Retail Sales Associate

Sur La Table - Boca Raton, FL

October 2023 to March 2024

- Provided an exceptional customer experience according to customer service standards. Proactively seeks out customers in order to determine needs and sell items.
- Stayed informed by maintaining product knowledge, accesses available training and seeks out additional resources when necessary.
- Made sure to raise financial goal to its max by selling the most expensive products. The financial goal would change daily. The team did their best to surpass each goal . We raised 10,000 in one day when the goal was 5,000.
- Worked as a part of a high-performing team to achieve store's sales plan.Strives to achieve individual sales goals.
- Shared product assortment and services such as, gift registry and cooking classes with customers. Demonstrates products upon request of a customer or as directed by a manager.
- Consistently followed all Sur La Table policies and standard operating procedures (SOPs).
- Maintained a clean store environment, including restrooms.
- Processed a variety of transactions accurately and efficiently via the POS including, but not limited to, sales, returns, price checks and etc.
- Ensured pricing integrity, MOS products, stocks and replenishes the sales floor using FIFO and according to visual standards.
- Recorded time worked, accurately and according to SLT policy.
- Demonstrated exceptional verbal and written communication skills with employees, customers and store management team.
- Protected customers, employees, and company assets. Notifies Manager on Duty of safety risk or threat in the store.
- Additional responsibilities as assigned by Manager on Duty (MOD), General Manager or Store Manager.

### On Air Voice Talent

Legends Radio - West Palm Beach, FL

January 2023 to July 2023

- On air voice talent for commercial spots for Bergman Jewelers, Dress Collection,

Belle Maison, and for Coastal Market.

- Enhanced clients and brand identity by delivering high-quality voice over for commercials, podcasts, and e-learning modules.
- Boosted audience engagement for various media projects through captivating and versatile vocal performances.
- Created comfortable atmosphere for listeners of the target audience.
- Promoted specific products as they were intended to be relevant on air.

## **Social Media Manager- Full Time**

Sew Online - West Palm Beach, FL

January 2021 to January 2023

- Improved project efficiency by implementing effective scheduling and resource allocation strategies.
- Enhanced safety on the job site by conducting regular inspections and enforcing strict adherence to safety protocols.
- Created website for Sew Online by Raquel Ann (To see website, please continue below.) Provides content for events and scheduling.
- Created LINKTREE for social connections Sorts emails and Handles document sorting for the company.
- Created and re-edited square registry for immediate and future purchases or Sew online products.
- Managed Email and Google accounts for better viewing experience.
- Organized Dropbox and Adobe suite.

## **AV Technician**

Christ Fellowship Production - West Palm Beach, FL

January 2020 to January 2023

- Served as an AV technician.
- Worked alongside audio engineers and camera operators to better our service for the upcoming weekend.
- Created Propresenter presentations for services for: Student services, Sunday Services, Kids performances, Student plays, Funerals, Memorials, Anniversaries, and Celebrations
- Worked on a switcher as a Floor director, directing the Stage manager and camera ops. (Daily) Camera OP experience (Stationary)
- Live Broadcasting Stage Manager and stagehand
- Weekly Live stage handing
- Worked alongside Stage Manager to wheel carts, mics, pianos, props and extras onto stage during live performances. (Monthly) Engineering: Did PA work and prep setting up outside speakers with XLR.
- Set up TV and production Road cases. (Weekly) Set up (Audio) rack to connect to Dante network to connect Mics to Antenna feed.
- Exceptional knowledge and understanding of ProPresenter.
- Arranged Volunteers and Staff members for serving.
- Improved client satisfaction by promptly addressing AV equipment issues and providing efficient solutions.
- Reduced setup times for events by streamlining the process of assembling and disassembling AV systems.

## Education

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### **Some College (No Degree) Certificate of completion in Technical Media and Broadcasting.**

Connecticut school of broadcasting - Jupiter, FL

February 2023 to May 2023

## Skills

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- Voice Acting
- Voice Overs
- On-Air Voice Talent
- Wide Vocal Range
- Dialect Change Ability
- Video Editing in PremierePro
- AV Technician
- Stage Manager
- Storyboarding
- Telecom Systems Knowledge
- Wireless Networking Knowledge
- VoIP Protocols Expertise
- Voice Network Troubleshooting
- Journalism
- Producer
- Technical Director
- PA system
- Set-up and Tear down
- TV Cart troubleshooting
- Engineering
- Sound and Light technician
- Floor Director
- Audio Editing in Audition
- Audacity
- BandLab
- Video Production
- Technical Support
- Microsoft Windows
- Live chat

## Links

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[https://drive.google.com/file/d/1MseoAshg5ZjaBVy\\_VJ0pFJ7oy3UEhuz8/view?usp=drivesdk](https://drive.google.com/file/d/1MseoAshg5ZjaBVy_VJ0pFJ7oy3UEhuz8/view?usp=drivesdk)

[https://drive.google.com/file/d/1O-nRA-UsZub3gRULoXY\\_i-znqAaWgEUV/view?usp=sharing](https://drive.google.com/file/d/1O-nRA-UsZub3gRULoXY_i-znqAaWgEUV/view?usp=sharing)

[https://drive.google.com/file/d/1O8VKclC\\_FYqqj1i2BbtNbo1Lu1kaajr/view?usp=drivesdk](https://drive.google.com/file/d/1O8VKclC_FYqqj1i2BbtNbo1Lu1kaajr/view?usp=drivesdk)

## Certifications and Licenses

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### **Food Handler Certification**

### **Driver's License**

## Assessments

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### **Social media — Proficient**

October 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

January 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.