ZE’DAH CLAYTON

 Van Nuys, CA | zedahclayton@gmail.com | 1(470)-252-2791

 **OBJECTIVE**  Detailed-oriented and results driven by applying strong skills in organizing and multi tasking. Great at implementing new strategies to help bring in results to the company. Has also demonstrated the ability to communicate properly with all guests.

 **EXPERIENCE FOREVER 21** - BRAND AMBASSADOR

January 2022 - August 2022

* Created a welcoming environment by greeting customers when entering/exiting the store to provide the highest level of satisfaction for all customers.
* Completed sales transactions, properly handled merchandise, and customer payments with a point of sale system.
* Maintains the visual standards for the selling floor, fitting rooms, visual displays and presentations.
* Resolved customers conflicts and complaints while keeping a professional attitude and showing displays of empathy to ensure satisfaction.

**Black Lightning** - Background Actress

September 2020 - March 2021 Atlanta,GA

* Worked on set as various characters in non-speaking roles.
* Actively contributed to a team environment by helping promote a positive and respectful workplace by helping fellow employees and listening to producers well.
* Quick learner of all roles and scene placements.

**STAGE MANAGER** - WHEELER HIGH SCHOOL DRAMA TEAM

2017-2019

* Help build stage props and manage the transitions on stage between scenes and actors.
* Setup and Teardown of background sets.
* Assist with fundraisers and concessions

 **EDUCATION WHEELER HIGH SCHOOL** - MARIETTA, GA.

 May 2019 - Diploma with honors

**SKILLS & ABILITIES** Oral and written communication skills, Organizational skills, Analytical Skills, Creative Thinking. Type 45 wpm, 10 key, Proofreading, Teamwork.