

Mallory Kate Lernihan

mlernihan@gmail.com
(203) 241-6061

OBJECTIVE

To refocus my retail knowledge and experience toward merchandising while utilizing my strong interpersonal, problem-solving, and organizational skills.

EDUCATION

Purdue University: West Lafayette, IN

Major: Retail Management

Double Minor: English & Sociology

Major GPA: 3.4/4.0

Graduation: May 2006

American Intercontinental University: London, England

Purdue University Study Abroad Program

*Visual Merchandising Program

WORK EXPERIENCE

Project Assistant Pepper Construction Company, Chicago, IL

August 2006-Present

- Support (14) Project Managers, Superintendents, Project Executives, including a Vice President
- Primary liaison between subcontractors and project managers
- Draft, distribute and organize correspondence with owner
- Update and maintain databases and directories
- Daily maintenance and coordination of project managers schedules
- Manage and organize submittals, RFI's, approval letters, contracts and insurance
- Coordinate office operations, including ordering supplies and office maintenance

Customer Associate/Intern Anthropologie, Chicago, IL

May 2005-August 2005

- Responsible for cash wrap, floor zones and scheduling
- Managed inventory and executed weekly markdowns
- Daily maintenance of fitting rooms and store merchandise
- Customer Care Specialist
- Trained employees on cash wrap, markdowns, inventory and floor zoning

Administrative Assistant Connecticut Family Orthopedics, Ridgefield, CT

May 2003-August 2004

- Managed phone/filing system and served as primary contact to outside public
- Worked with patients concerning appointments and insurance
- Coordinated and organized physicians schedule

Waitress/Cashier Oasis Café, Purdue University

January 2003-May 2006

- Performed daily opening and closing procedures, prepare sandwiches, salads, drinks
- Trained employees
- Balanced 20 hour work week with academic demands

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint)

ACTIVITIES & ACCOMPLISHMENTS

High School Varsity Volleyball and Lacrosse Captain, National Honors Society Officer
Chi Omega Sorority Sister and House Manager, Women in Business Member