

**Kelly McManamon**  
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## EDUCATION

Northern Illinois University, DeKalb, IL  
**Bachelor of Science in Family, Consumer, and Nutrition Sciences**  
Major: **Textiles, Apparel, and Merchandising**      Minor: **Marketing**  
Major GPA: 3.89/4.0      Overall GPA: 3.84/4.0

## WORK EXPERIENCE

November 2008-Present

### Staff Writer

eGENEVA MAGAZINE, Geneva, IL

- Write a monthly article according to provided word count and deadline
- Use verbal and written communication skills to convey my thoughts coherently
- Use creativity to provide readers with a pleasurable experience

August 2008-May 2009

### Jewelry Sales Associate

KOHL'S DEPARTMENT STORE, DeKalb, IL

- Assisted customers to provide the best service possible
- Followed plannograms to merchandise product to company standards
- Performed daily assignments to maintain operational standards

June 2008-August 2008

### Retail Management Internship

KOHL'S DEPARTMENT STORE, DeKalb, IL

- Gained valuable insight into the overall operations of a large retail department store
- Worked alongside management team to meet sales goals and motivate employees
- Built communication and leadership skills by interacting with coworkers and customers

Summer 2006 and 2007

### Concessions Manager

DEKALB PARK DISTRICT, HOPKIN'S AQUATIC CENTER, DeKalb, IL

- Performed inventories, placed orders, and received shipments
- Managed employees and resolved daily dilemmas

Sept 2004-March 2007

### Shift Manager

BLOCKBUSTER VIDEO, Glenview and Morton Grove, IL

- Managed Customer Service Representatives to perform operational duties
- Monitored store sales and payroll budget to report to corporate management
- Assisted with training Customer Service Representatives as well as new management

## HONORS & ACHIEVEMENTS

- **Deans Award** for the *College of Health and Human Sciences* in recognition of significant achievements in scholarship, leadership, community activities, and professional service
- **Deans List** every semester