
Amanda M. Pena

Oak Park, Illinois

Phone: (847) 921-3351

Email - penaaman@dom.edu

Summary:

- Responsible, well-organized and a dependable employee.
- Strong interpersonal skills.
- Friendly and easy to get along with.
- Easily learns new skills quickly and works well under pressure.
- Very motivated and enthusiastic about work.
- Strong selling skills and well experienced with retail customers.

Education:

Dominican University
River Forest, IL
BA - Fashion Design and Fashion Merchandising
with Minor in Business (**Graduating May 2010**)
2006 to
May 2010

Achievements:

Designer - Finalist – Career Day Competition
Fashion Group International of Chicago, Inc.
Nov. 2009

Volunteer Work:

Blessed Sacrament Youth Center
Assist the youth with after school homework and oversee free-time activities. Act as a role model to set a positive example for the children.
Oct. 2009
- Present

Experience:

Evil Kitty (Internship)
Chicago, IL
Jan. 2009
– Present

- Assist in designing, patterning, and construction of sample pieces, as well as customer orders.
- Assume responsibility of various custom orders and work personally with customers – example – custom wedding dress.
- Assist with setting up and selling finished product at multiple shopping events and shows.
- Act as a personal assistant for the owner and lead designer.
- Learned skills and steps needed to running a small business in the fashion industry.

Sales Associate, Victoria's Secret

Aug 2006-

Algonquin, IL

Aug 2008

- Assisted customers in finding bras, panties, and sleepwear that met their needs.
- Used selling techniques and tools to expand a customer's purchase and to meet sales goals.
- Performed bra fittings for customers.
- Replenished merchandise on selling floor.
- Assisted with floor set changes.
- Handled Registers to ring up customer purchases.
- Persuaded customers to sign up for store charge card.
- Aided in training new sales associates.
- Responsible for cleaning and organizing store and fitting rooms.

Receptionist, Wolschlager Chiropractic Health Center

Sept 2004

Algonquin, IL

-Aug 2008

- Responsible for answering phone calls and taking messages.
 - Scheduled appointments with patients.
 - Developed patient X-rays.
 - Filed patient folders, billing and insurance information, and X-rays.
 - Assisted Chiropractic Doctor with Ultrasound Therapy.
 - Batched money drawer nightly and cleaned office on a daily basis.
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