

JESSICA M. MALCZEWSKI

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Profile

Self-motivated fashion marketer and retail associate specializing in brand promotion. Excels in balancing creative thinking with managing strategic goals, while executing all the minute details of a project.

Education

Indiana University
Bachelor of Arts
Apparel Merchandising
Marketing

Skills

- Product management
- Media outreach
- Retail sales experience

Experience

M. Richards Public Relations (Chicago, IL)
Public Relations Intern, May-August 2009

- Responsible for updating company press database and contacting media relations
- Supported promotion and operations of special events
- Wrote and edited press releases
- Assisted with celebrity relations and on-site event execution

GUESS (Chicago, IL)
Brand Sales Associate, May -August 2009

- Recommend merchandise based on customer needs and desires.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Helped maintain store appearance

Hollister & Co. (Merrillville, IN)
Retail Associate, March-August 2008

- Created in-store promotional pieces for seasonal sections
- Recommended, selected, and helped locate merchandise based on customer needs and desires
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices
- Participated in modeling contests to represent the Hollister & Co. location in Northwest Indiana.

Cosmetic & Plastic Surgery of NWI (Hobart, IN)
Medical Office Assistant, June 2006 -May 2008

- Performed administrative duties utilizing specific knowledge of medical terminology.
- Greeted patients, ascertained purpose of visit, and directed to appropriate staff.
- Maintained medical records and correspondence files.
- Answered telephone and directed calls to appropriate staff.

Volunteer

Elizabeth Sage Historic Costume Collection (Bloomington, IN)
Volunteer, September 2009-Present

- Assist with preservation and cataloging of donated historic apparel
- Responsible for general care and knowledge of antique apparel
- Support creation of museum related educational exhibits for campus and classroom showings

Congressman Pete Visclosky
2006 & 2008 Campaigns

- Carried out publicity campaigns with newsletters, yard signs, and events.
- Administered political surveys
- Answered campaign call center phones
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Associations

Indiana University Habitat for Humanity
La Casa Hispanic Cultural Center
Indiana University Students In Free Enterprise- Fair Trade Bloomington Project
Indiana University Retail Studies Organization