
Allison Bivin

Chicago, IL
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OBJECTIVE: An internship in the fashion industry where I can enhance my knowledge and gain practical experience.

QUALIFICATIONS: *Adobe Photoshop, Illustrator, In Design, and Microsoft Suites*

- Self-motivated: detail oriented: functions well both independently and as a team member.
- Adapts easily to new concepts and responsibilities.
- Excellent interpersonal skills; cooperative, flexible and dependable.
- Goal directed; good under pressure and strong on follow-up.
- Heavy coursework in all areas of communication.
- Experience in publication layout and design.
- Sales and Merchandising skill.

EDUCATION:

DePaul University	Chicago, IL
Bachelor of Arts, Communication	Expected Grad: 2011
Lewis University	Romeoville, IL
Communications	

EXPERIENCE:

Lewis University, Romeoville, IL	
<i>Administrative Assistant-Housing Department</i>	10/2007-08/2008
<ul style="list-style-type: none">▪ Coordinated student housing assignments each semester▪ Represented housing department at orientations▪ Facilitated tours, answered questions regarding housing▪ Efficiently resolved various housing issues	
THE VILLAGER, FLOSSMOOR, IL	
<i>Sales Associate:</i>	08/2005-08/2007
<ul style="list-style-type: none">▪ Developed ongoing customer relationships, enhancing future sales.▪ Handled cash transactions, responsible for balancing drawer and closing store.▪ Display merchandise.	

ACTIVITIES:

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|---|--------------|
| ▪ 312 Fashion Emerging Designers Fashion Show | 2010 |
| ▪ Alpha Sigma Alpha Sorority Member | 2008-Present |
| ▪ Alpha Sigma Alpha Standards Board | 2009-Present |
| ▪ Alpha Sigma Alpha Winter Presentation | 2009-2010 |
| ▪ School Newspaper-Writer | 2005-2007 |
| ▪ Yearbook | 2005-2007 |
| ▪ Fundraising | |

