

Jocelyn Rossi

Greeley, CO 80631

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A result oriented individual who, uses previous work knowledge to solve problems as they arise. Always looking for new and creative ways to address the needs of the consumer and the business.

Authorized to work in the US for any employer

Work Experience

Professional Fundraiser

Everest Connections Inc - Westminster, CO

November 2023 to Present

Fundraise for the nonprofit. Providing funds for the nonprofit and providing education to the public on the purpose of the nonprofit.

Department Manager

Ace Hardware - Molalla, OR

September 2021 to September 2023

Manage and maintain the Garden Center by having the shelves stock and organized. Making sure product was available and merchandised for upcoming ads's. As well as ordering live goods and taking care of them to minimize breakage.

Person In Charge (PIC)

Ace Hardware - Molalla, OR

August 2019 to September 2023

Help manage the sales floor and the registers, while solving customer and employee problems and concerns. In the effort to provide customers with an excellent shopping experience.

Garden Center Cashier

Ace Hardware - Molalla, OR

March 2018 to September 2023

Manage sales transactions and assisting customers, all while providing excellent customer service.

Receptionist

Great Clips - Lake Oswego, OR

August 2017 to February 2018

Provide excellent customer service while checking in clients and answering phone calls, while also assisting in general in store up keep.

Point of Sales Associate

Kohl's Department Store

November 2014 to April 2016

where I managed daily sales transactions and returns, while also increasing sales goals on credit card application by 10%.

Education

Associate of Arts in Apparel Design

Art Institute of Portland - Portland, OR

July 2014 to June 2017

High school diploma

Colton High School - Colton, OR

September 2010 to June 2014

Skills

- Excel
- Microsoft Office
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Social Media Marketing
- Customer Service
- Adobe Creative Suite
- Graphic Design
- Supervising Experience (3 years)
- Cashiering (6 years)
- Layout Design
- Cash Handling (6 years)
- Customer service
- Supervising experience
- Cash register
- POS
- Cash handling

Links

<http://jocelynrossi.com>

Additional Information

Communication Skills

- Ability to communicate in both written and verbal forms, avoiding miscommunications between clients and coworkers.
- Effective research skills to collect and analyze information the create better market research.
- Strong knowledge of Microsoft Office to create BOM's in Excel, reports and memo's and word.

- Proficient in the use of Adobe Illustrator, InDesign, and Photoshop.