

ALISON BROWN

ambrown924@yahoo.com · 214-364-6745 · alisonmarybrown.com · New York, New York

EDUCATION

Baylor University

Waco, TX

BSFCS in Apparel Merchandising

Secondary Major
Journalism, PR and New Media

Minor
Business Administration

Graduated Cum Laude

Maastricht University

Summer Study Abroad

SKILLS

- Adaptability
- Adobe Creative Cloud
- Analytical Thinking
- Attention to Detail
- Customer Service
- Google Suite
- Graphic Design
- Inventory Planning
- Leadership
- Merchandising
- Microsoft Excel
- Microsoft Suite
- Problem Solving
- Photography
- Photo Editing
- Retail Math
- Sewing
- Shopify
- Wholesale

WORK EXPERIENCE

League of Her Own, LLC - Family Assistant

New York, New York | March 2019 - Present

- Work with a choreographer to maintain schedules and resumes for family
- Contribute to household upkeep by grocery shopping, running errands, maintaining constant communication, and completing light housekeeping
- Provide child care, coordinating drop-off and pick-ups, preparing meals, aiding with school work and behavioral management

The Office of Dr. Leah Lagos - Executive Personal Assistant

New York, New York | January 2024 - February 2024

- Worked closely with Dr. Lagos managing administrative tasks, calendar scheduling, communications, and personal errands
- Created and streamlined systems for home and office for maximum efficiency and clarity for Dr. Lagos and her staff

Hill House Home - Full-Time Keyholder, Store Manager

New York, New York | Nantucket, Massachusetts | November 2022 - May 2024

- Provided excellent customer service to every single guest while maintaining an inviting and visually appealing store environment
- Collaborated with the management team to maintain daily store operations such as maintaining inventory, training new employees, and hosting pop-ins
- Routinely communicated cross-functionally with marketing, merchandising, operations, and customer care teams to ensure store occurrences were shared and handled efficiently and effectively
- Served as the Nantucket Store Manager during Summer 2023 where I took on every role necessary to ensure the success of the store; selling, scheduling, requesting and logging inventory, communicating with corporate, ordering supplies, filing receipts, daily sales reporting, and training team members

Tharanco Group - Administrative Assistant

New York, New York | October 2019 - March 2020

- Maintained and coordinated showroom schedule and operations
- Performed day-to-day receptionist and administrative duties
- Supported sales team by completing Excel spreadsheets, assisting in photo editing, managing samples for shipping and client meetings