

Margaret Oaks

Contact

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Address

225 Patina Sorrell Dr.
Montgomery, TX 77316

Education

August 2020 - Present

Florida State University

Bachelor of Science in Information,
Communication and Technology

GPA: 3.9

Expected graduation: May 2023

Expertise

- Visual Design
- Adobe Lightroom
- Adobe Photoshop
- Public Speaking
- Retail Customer Service

Involvement

Design and Layout Coordinator - FSU Florence ItaliaNoles Magazine

Assistant to New Member Education - Alpha Phi Fraternity

Languages

- JavaScript
- HTML
- SQL+

Experience

October 2021 - Present

John Gandy Events | Tallahassee, FL

Intern

- Assist in wedding and event planning averaging three events per week to fit the client's vision and maintain repeat clientele.
- Assist in managing the event timeline, including the set-up and break-down of event decor, while ensuring planned activities run according to the client's determined schedule.
- Aid in posting event photos and product listings to various social media platforms to virtually engage current and future clientele.

January 2020 - July 2021

FSU Florence Library | Florence, Italy

Library Assistant

- Manage social media accounts including Instagram and Twitter to inform students, faculty, and staff of upcoming events and important updates within the program library.
- Direct students, faculty, and staff to appropriate course materials within the library including novels, movies, textbooks, and podcasts.
- Assist librarian in processing and archiving old and rare book donations averaging 100 books per shift

February 2019 - November 2020

Francesca's Collections | Aurora, CO - Tallahassee, FL

Sales Floor Stylist

- Greet and assist an average of 100 clients per shift in finding outfits, accessories or gifts to fit their occasion and promote the company brand in a positive manner.
- Accurately manage guest transactions, including product returns and exchanges, totaling approximately 1300 dollars per shift.
- Conduct hourly transaction count and revenue progress to ensure completion of daily sales goals.

References

Emily Pozzuoli

Senior Creative Producer,
John Gandy Events

Phone: 850-284-1845

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Kathleen Dowling

Librarian and Archivist, FSU
International Programs Italy

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