

Margaret Oaks

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LINKS

[Professional Website](#)

EMPLOYMENT HISTORY

- Oct 2021 — May 2023 **Events Intern, John Gandy Events** Tallahassee, Florida
- Assist in wedding and event planning averaging two events per week to fit the client's vision and maintain repeat clientele
 - Assist in managing event timeline, including 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
- Jan 2021 — Jul 2021 **Library Assistant , FSU Florence Library** Florence, Italy
- Manage social media accounts including Instagram and Twitter to inform students, faculty, and staff of upcoming events and important updates within the program library
 - Assist librarian in processing and archiving old and rare book donations averaging 100 books per shift
 - Direct students, faculty, and staff to appropriate course materials within the library including novels, movies, textbooks, and podcasts
- Feb 2019 — Nov 2020 **Sales Floor Stylist , Francesca's Collections** Aurora, Colorado - Tallahassee, Florida
- Greet and assist an average of 100 clients per shift in finding outfits, accessories and 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

EDUCATION

- Aug 2020 — May 2023 **Bachelor of Science in Information, Communication, and Technology , Florida State University** Tallahassee, Florida
- GPA: 3.9

SKILLS

Visual Design	Experienced	Retail Customer Service	Expert
Adobe Lightroom	Experienced	JavaScript	Beginner
Adobe Photoshop	Experienced	HTML	Beginner
Public Speaking	Experienced	SQL+	Beginner

EXTRA-CURRICULAR ACTIVITIES

- Jan 2021 — Jul 2021 **Design and Layout Coordinator , FSU Florence ItaliaNoles Magazine** Florence, Italy
- Design magazine layout to create visually appealing and interesting magazine
 - Collaborate with magazine team to execute final virtual and paper product
- Nov 2020 — Nov 2021 **Assistant to New Member Education , FSU Alpha Phi Fraternity** Tallahassee, Florida
- Collaborate with VP of New Member Education to create member activities and informational meeting material
 - Plan and execute Bid Day celebration and welcome party for whole chapter consisting of 300+ women
- Sep 2022 — May 2023 **General Member , Lambda Pi Eta Communication Honor Society** Tallahassee, Florida

REFERENCES

Emily Schrowang from John Gandy Events

emily@johngandyevents.com · 850-284-1845

Kathleen Dowling from FSU International
Programs Italy

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