

Caitlyn Richardson

caitlynrichardson1210@gmail.com

EDUCATION

Bachelor of Science in Business Administration, Concentration in Accounting

Winthrop University

May 2022

GPA: 3.21 Hope Scholarship

Rock Hill, SC

SUMMARY OF SKILLS

- Strong leadership skills; able to prioritize and delegate tasks
- Trained in Microsoft Office (Word, Excel, PowerPoint)
- Skilled at creating and making visual and verbal presentations

WORK EXPERIENCE

Secretary of Hall Council

August 2018 - May 2019

Residence Life, Winthrop University

Rock Hill, SC

- Organize and execute entertaining and enjoyable programming
- Attend staff meetings and perform administration tasks

Part-Time Manager

March 2018 - March 2019

Claire's

Summerville, SC

- Maintain a constant presence on the sales floor to address customer needs
- Balance excellent customer service with reliably completing store upkeep tasks
- Responsible for training and supervising members in the workforce
- Manage daily store operations and communicating sales and productivity goals to team members
- Resolve customer complaints and negotiate solutions

Sales Associate

June 2016-April 2018

BR Design

Charleston, SC

- Demonstrated product knowledge as well as a polite and friendly service
- Maintained accurate and attractive merchandise displays, ensuring strategic placement in order to maximize purchases
- Followed the latest trends in order to provide up to date information to customers

CAMPUS AND COMMUNITY INVOLVEMENT

National Residence Hall Honorary, Member

February 2019

Plain Jane, President

May 2019

- Prepared dinner for the family living at the Hospitality House of Charlotte
- Planted and harvested vegetables in community gardens
- Participated in Martin Luther King's Day of Service on campus
- Hosting community service events on campus
- Organizing meetings and bonding with members