



CASSANDRA PIOTROWSKI

CREATIVE SPECIALIST

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SKILLSET

MICROSOFT OFFICE

PROJECT LEADERSHIP

CUSTOMER SERVICE

PROBLEM SOLVING

DATA ENTRY &
RECORD CONTROL

TALENTS

CONFLICT RESOLUTION

ATTENTION TO DETAIL

TEAM MANAGMENT

CREATIVE PROCESS

INNOVATION

DEDICATION

PSYCHOLOGY

EDUCATION

BACHELOR OF ARTS

Art Therapy
Marywood University
2009

EXPERIENCE

INVENTORY MANAGER

Riverwards Community Theatre – Fall 2018 Production

- Responsible for inventory record-keeping and distribution to the team.
- Demonstrated versatility through the training and oversight of volunteer employees, while completing other tasks from production managers.
- Assisted in the prompt set-up and take-down of the set, identifying opportunities for improvement and implementing them successfully.

OFFICE ASSISTANT & JUNIOR MANAGER

Jomar Retail Textiles / Aug 2015 – Aug 2018

- Responsible for cash and credit receipt balancing, maintaining financial records using Microsoft Excel to calculate and identify discrepancies.
- Tasked with the entry of sales data and expenditures with particular attention to speed and accuracy.
- Processed 60+ transactions daily and supported the team in any way.
- Identified figure and total discrepancies, employing automated and manual solutions to resolve purchasing issues.
- Directed the schedule of 20 employees, factoring in skillsets, synergies, and fluctuating productivity levels to optimize day-to-day operations.
- Demonstrated versatility by providing team support and motivation within 4 departments, collaboratively raising sales to a weekly estimate of \$10,000 company-wide.
- Revised inventory & supply placement to ensure business efficiency.
- Showed initiative through various marketing activities, presenting unique strategies to draw consumer attention and generate sales.
- Provided light-to-moderate technical support and troubleshooting when needed, preventing unnecessary expenses whenever possible.

ART THERAPY GRADUATE PROGRAM

Marywood University / 2009 – 2013

- Extensive volunteerism for community members of all ages.
- Utilized art therapy techniques to facilitate mental health.
- Lead both individual activities and group-oriented events.

ACCOMPLISHMENTS

Promoted to management after 1 year without prior retail experience.

Awarded Employee of the Month within three months of starting.

5-time Art Talent Award Winner / 2005, 2006, 2007, 2008, 2009

Delta Epsilon Sigma Honor Society Member / 2009