

Jaylen Williams

Philadelphia, PA

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Work Experience

Associate

VIP Photos - Philadelphia, PA

December 2022 to December 2023

This position was Santa's helper and my tasks were to check people in, take photos for the families, escort families out and sale the portraits to the customers as I was a main cashier.

DEI Administrative Assistant

Drexel University - Philadelphia, PA

November 2022 to June 2023

I sent out emails to notify students, faculty and staff about our on-campus events. I designed flyers for the events and sent them out to other organizations to post on social media. I handled any calls that came through the office as well as organized files that needed to be sorted.

Customer Service

Wawa - Philadelphia, PA

July 2021 to August 2022

I covered register, beverages and on the floor duties

- Assisted customers with a warm and professional attitude
- Assisted customers with questions
- Operated the cash drawer

Sales Associate

Banana Republic Factory - Philadelphia, PA

June 2021 to March 2022

I cover the floor by recovering clothes, assigned to fitting room and also sometimes cashier

- Assisted with returns
- Stocked the floor
- Responsible for store displays
- Provided pleasant customer service
- Placed orders
- Answered incoming calls

Education

Bachelor in Science

Drexel University - Philadelphia, PA

September 2022 to Present

Skills

- Microsoft Office
- Customer service
- Leadership Experience
- Presentation Skills
- Powerpoint
- Communication skills
- Leadership
- Childcare
- Personal assistant experience
- Office management
- Computer skills
- Microsoft Word
- English
- Organizational skills
- Administrative experience
- Data entry
- Clerical experience
- Time management
- Phone etiquette
- Typing
- Office experience