

Braelyn Clark
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OBJECTIVE

To obtain an entry-level position in my field of studies which builds upon and utilizes my collegiate, internship, and community experiences and activities.

SKILLS AND ABILITIES PROFILE

- Microsoft Office Suite (Word, Excel, CAD, and Outlook)
- Excellent time management skills, organizational and attention to detail skills
- Excellent teamwork and administration skills
- Effective oral and written communication Skills

EDUCATION

Mississippi State University, Starkville Mississippi August 2020 – December 2024
Studied in Fashion and Design with a concentration in product development.

Central Magnet High School August 2016 – May 2020

- Graduated from Central Magnet High School with honors and distinction
- GPA 3.58; ACT score 26

EXTRA-CURRICULARS ACTIVITIES

- Member of HOSA (Health Organization Students of America)
- Participated in competitions with HOSA, assisted in the teams' 3rd place win
- Competitive gymnast for 6 years competing at the regional level
- All-star cheerleader for one year and school cheerleader for additional year
- Co-captain of cheer team; assisted teammates to gain a broad understanding of cheering stunts
- Won tumbler of the year for cheer; placed fourth at the state level for gymnastics
- Served as a model on fashion board at Mississippi State University
- Served on Fashion House as a designer at Mississippi State University

VOLUNTEER SKILLS

- Assisted with teaching and training students for cheerleading camp
- Volunteered at hospice center; assisted with daily routine care
- Volunteered at pet center (Animal City)
- Assisted manager in the care and process of all animals
- Assisted with replenishing stocks and supplies for pet center

WORK EXPERIENCE

Sales Associate/Entrepreneur

Bliss Apparel, Hahira, GA

November 2021 – Present

- Complete authentic handmade knit and crochet attire(s) for customers.
- Sketch out designs according to customers' specifications and needs.
- Provide quality and satisfying attire(s) for customers.
- Complete all custom designs based on customers' measurements; complete designs to wear for concerts' attendance (i.e., Coachella, festivals, and other entertainment venues).
- Document correct materials used in the process to maintain traceability.
- Maintain personal work area as necessary to ensure efficient processing of all items.
- Achieving productivity goals; received 5 out of 5 stars on my social media platform (depop).

Fashion Design Intern

Celestino Couture, Hudson, NY

June 2024- August 2024

- Assisted head designer with coming up with new styles
- Assisted head designer in fittings for various clients
- Created content for both stores to use on their social media
- Created one- of- a kind crochet pieces for both stores to sell
- Documented changes that needed to be made within the store
- Greeted customers in a professional manner in both stores
- Coordinated with the owners to update inventory
- Stocked inventory both on the floor and in the stockroom
- Completed custom designs for a handful of their clients

Waitress

Bluto's Greek Tavern.

February 2022- August 2023

- Listening and providing excellent customer service
- Worked in a fast-paced environment and handled large orders
- Providing friendly and efficient service
- Knowledgeable about food safety and alcohol service
- Working well under pressure
- Memorized product inventory
- Handled payments efficiently
- Collaborated with other members of the staff to provide a great customer experience
- Flexibility with picking up shifts for other staff members
- Consistently arrived on time

Front Desk Associate

Hotel Chester, Starkville, MS

September 2020 – November 2021

- Greeted clients and guests in a professional manner upon hotel check-in and check-out.
- Maintained neat and clean desk and lobby area(s).
- Utilized teamwork and time management skills to ensure compliance to all established manual and computer procedures, trained staff on hotel procedures.

- Monitored all inquiries for reservation(s) and managed all communication with hotel guests and managers in support of management reporting requirements.
- Developed and maintained effective professional relationships with all guests and clients; assisted with inquiries from guests and clients via telephone and in person.
- Assisted restaurant manager during peak times; assisted housekeeping staff as required.
- Coordinated with landscaping team to assist with maintenance of flower arrangements inside and outside of hotel.

Gymnastics Coach

E.T.C Gymnastics, Murfreesboro, TN

August 2019 – July 2020

- Provided basic gymnastic coaching to amateur athletes between 2-6 years of age.
- Demonstrated gymnastics skills to students; assisted other coaches with planning and direct day-to-day operations of the gymnastics' program.
- Demonstrated choreographed routine to students to refine the gymnast's skills; encouraged students to succeed in the sport of gymnastics.
- Recruited team members and maintained a positive relationship with program donors and school alumnae.
- Assisted senior members of coaching staff; coordinated and coached additional classes as required.
- Provided coaching during competitions; assisted students in learning proper techniques; served as a role model for young gymnasts.
- Supervised and assisted during birthday parties, games, and entertainment events; ensured environment was safe for students and other coaches.

-REFERENCES AVAILABLE UPON REQUEST-