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| Ashland, CA 94578 **|** (510) 954‑4808 **|** jaylynn.okechukwu@gmail.com  |

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Jaylynn Okechukwu

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| **Professional Summary** | Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level in ANY job position. Ready to help team achieve company goals. I to seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. I am also a very organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willing to take on added responsibilities to meet team goals! (: |

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| **Skills** |

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| * Excellent People Skills
* Teamwork and Collaboration
* Multimedia Editing as well as Social Media Management
* Content Creation
 | * Community Building
* Schedule Management
* Child Supervision
* Verbal/Written Communication
 | * Outgoing Personality
* Child Development
* Infant care experience
* Critical Thinking
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| **Work History** | **Office Clerk Assistant** 01/2017 to 11/2017 **Allen Temple Baptist Church**, Oakland, CA* Met challenging quotas for productivity and accuracy of work.
* Completed clerical tasks such as filing, copying, and distributing mail.
* Maintained and updated office records, both digital and physical.
* Created and maintained detailed records of all office activities.

**Youth Intern** 07/2019 to 08/2022 **Reach Ashland Youth Center**, San Leandro, CA* Created safe and positive environment conducive to learning and activities.
* Created workshops for youth to improve communication skills, teamwork and cooperation.
* Educated young people about strategies for driving discussions and promoting social changes.
* Built lasting relationships with youth and parents or guardians.

**Sales Associate** 09/2023 to Current **Michael Kors**, Livermore, CA* Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
* Helped customers locate products and checked store system for merchandise at other sites.
* Provided positive first impressions to welcome existing, new, and potential customers.
* Engaged with customers to build rapport and loyalty.

**Sales Associate** 01/2023 to 04/2023 **Steve Madden**, Livermore, CA* Prioritized helping customers over completing other routine tasks in store.
* Developed strong rapport with customers and created positive impression of business.
* Opened, shelved and merchandised new products in visually appealing and organized displays for optimal sales promotions.
* Managed efficient cash register operations.
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| **Education** | **Chabot College**, Hayward, CA **No Degree**, Visual&PeformingArts/Social&DigitalMediaMarketing, Expected in 06/2025**San Lorenzo High School**, San Lorenzo, CA **High School Diploma**, 06/2023* Black Student Union [BSU] Member
* Extracurricular Activities: Track + Basketball
* Awarded Excellent Participation for Track&Field 2021-2022
* Awarded SLZ Superstar for exhibiting the Advisory focus on Resilience, SLZ Superstar for exhibiting the Advisory focus on Organization, Successfully completing the Black History Month Essay Contest
* Participated in the 2019 African American Student Achievement and Received an Excellence Cultural Leadership and Civic Involvement Award
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| **Extra** | I am also a very experienced dancer with 9+ years of performance experience in Hip Hop, Praise Dance, Gymnastics & more. I am very passionate about enchanting audiences with creative and dynamic not only choregraphy. |