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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** | |  |  |  | | --- | --- | --- | | * 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. |