

EMMA J GAWRON

2456 West Estes Ave. Apt 3
Chicago, IL 60645
(773) 751-9189
emmagawron@gmail.com

SKILLS

- Punctual and organized.
- Attentive.
- Responsible for other people.
- Respectful.

EXPERIENCE

Macy's, Skokie, IL

December 2021 - Present

- Organized and censored store merchandise.
- Packed online orders to be shipped out to customers.
- Picked online orders for customers using Honeywell.
- Organized Kid's Department and stockrooms.
- Brought out new merchandise from the dock and organized it to look presentable for customers.
- Assisted with floor moves.

Maya Romanoff, Skokie, IL

May 2019 - October 2021

- Assisted with hand painting wallpapers for special orders.
- Assisted with inspecting orders and packed for shipping.
- Cleaned studio and organized.

Schubas Tavern, Chicago, IL - *Internship*

January 2019 - May 2019

- Show Shifts: Cleaned and organized the Green Room for bands before their shows. Made sure there was parking available nearby for the band's vehicles. Provided them with all access passes. Created meal tickets or buyouts for each member. Verified artist's guest lists. Made sure the members were ready for their set times.
- Office Shifts: Put up posters in chronological order and set times around the bar and the music room. Created Tonight Signs. Generated scheduled posts for Twitter and Facebook for upcoming events and giveaways.

La Principal, Evanston, IL - *Hostess*

January 2019 - 2021

- Recorded To Go orders over the phone with customers. Greeted and sat customers. Planned out floor plan for servers.

Lucky Platter, Evanston, IL - *Hostess*

January 2019 - September 2020

- Greeted and sat customers. Helped bus tables. Planned out floor plan for servers.

Zaena & Jason Maek: The Freshman Tour, Chicago, IL

October 2018 - December 2018

- Traveled cross country for The Freshman Tour selling merchandise for Zaena and Jason Maek. Set up for Pop-Up shop featuring Missguided. Helped set up shop before nightly event and took down the shop after performances. Handed out wristbands and helped create awareness for the events.

The Mather - Server

July 2018 - October 2018

- Recorded customer's orders and served food. Bussed and reset tables. Assisted with many buffets and parties for residents.

The Heartland Cafe - Server/Busser/Hostess

May 2017 - December 2018

- Greeted and sat customers at the door. Recorded customer's orders and served food. Bussed tables.

EDUCATION

Monmouth College, Monmouth, IL - Bachelor of the Arts

August 2013 - December 2017

Perth College UHI (University of the Highlands Islands), Perth, Scotland

- *Music Business*

August 2015 - December 2015