

Takera Jackson

5524 Mossy Top Way
Tallahassee, FL 32303
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850-321-2451

EXPERIENCE/INTERNSHIP

Jimmy Jazz, Tallahassee, FL — *Sales Associate*

January 2019 - current

customer service specialist that meets and exceeds sales goals, maintains high-quality customer service by greeting, selling, and servicing all customers, provide product and brand knowledge to all customers, and process shipment to ensure merchandise is represented on the sales floor

Capital City PediCab, Tallahassee, FL — *Intern*

January 2020- April 2020

Learning the basics of being an entrepreneur and business owner.

Assist with:

- Social media campaigns
- Planning events
- Creating online content (hiring posts on Indeed)
- Scouting and hiring qualified applicants
- Attending sponsor meetings

Applebees, Tallahassee, FL — *Server*

August 2019 - January 2020

- Greeted customers, provided quality customer service, took food and drink orders, served food and drinks, cleaned tables in a timely manner, handled money and gave change.
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EDUCATION

Georgia State University, Atlanta, GA

Business Administration, Management and Marketing Completed 15 credit hours

Tallahassee Community College, Tallahassee, FL (current) Major, Associate in Arts

Plan to transfer to FAMU School of Business & Industry

PROJECTS

Chave Chic, brand — *custom clothing designs, fashion designer*

I currently own my own online clothing boutique, where I make custom clothing while selling retail well.

SKILLS

- Ability to work under pressure
- Computer skills
- Communication

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- Customer service
- Teamwork
- Ability to adapt quickly