

# MELODY SAN MARTIN

NORTHERN ILLINOIS UNIVERSITY  
STUDENT

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## ABOUT

I am a student at Northern Illinois University. This is now my last semester and I am pursuing opportunities to help better understand and improve my skills and knowledge in the design field and helping others.

## PROFESSIONAL SKILLS

Indesign  
Photoshop  
Illustrator  
Figma  
Layout design  
Photo editing  
Canva

## PERSONAL SKILLS

Problem Solver  
Reliable  
Motivated  
Organized  
Time management  
Team player  
Fast learner  
Willing to learn new skills

## CONTACT

P: 630-930-6660  
E: melodysanmartin84@gmail.com

## WORK EXPERIENCE

### FULL TIME - DEPARTMENT HEAD

Hobby Lobby | Aug 2022 - Current

- Help customers with returns and refunds, and resolve complaints that may arise from their transactions
- Help customers find floral items and wedding pieces for their arrangements
- Train new associates and answer any questions associates may have at the cashier

### TELLER

Algonquin State Bank | Jul 2021 - Jul 2022

- Accurately and efficiently completes customer transactions, including but not limited to, cashing checks, receiving deposits, savings account transactions, change orders, processing transfers, and cashier's checks

### SALES LEAD MANAGMENT

Aeropostale | Jun 2020 - Jul 2021

- Took the lead in executing selling strategies for the floor to ensure that the goals will be met and exceeded.
- Training and mentoring staff to help them develop the skills and gain the knowledge needed to execute store goals.

### SALES ASSOCIATE | CASHIER LEAD

Old Navy | Mar 2019 - Jul 2020

- Help customers with returns and refunds, and resolve complaints that may arise from their transactions with Old Navy
- Train new associates and answer any questions associates may have at the cashier

### SALES ASSOCIATE | SEASONAL

Target | Nov 2017 - Jan 2018

- Accurately and efficiently completes customer transactions, including but not limited to, cashing checks, receiving deposits, savings account transactions, change orders, processing transfers, and cashier's checks

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## EDUCATION

BACHELOR OF SCIENCE IN ARTS WITH FOCUS IN VISUAL  
COMMUNICATION  
MINOR IN MARKETING

Northern Illinois University | Fall 2019 - Summer 2023

## AWARDS

Academic Excellence  
Northern Illinois University | Feb 2020

## ORGANIZATIONS

Adela De La Torre Honor Society  
Northern Illinois University | Spring 2021

## COMMUNITY SERVICE

Career Village  
Feed My Starving Children  
Work Faith  
Donation Drives