

Vanessa Gomez

University student working towards a Bachelors Degree in Art with minors in Art History, Geology and Geography.
Experienced in working with the public in a customer service setting.

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PROFESSIONAL EXPERIENCE

Hanover Park Branch Library, Hanover Park, IL — Branch Assistant

September 2021 - Ongoing

- Sorted, shelved, and reorganized library materials.
- Read through materials to ensure accuracy of order.
- Straightened out materials on shelves.
- Helped locate materials for patrons.
- Experience using Work Flows system used in library.
- Checked books in and out.
- Assisted in pulling items for library needs.
- Experience using office equipment (printers, copy machine, fax machine).
- Registered patrons for a library card.
- Set up book displays.
- Performed other library related tasks as instructed.

JOANN Fabrics and Crafts, Bloomingdale, IL — Overnight Stocker

November 2020 - August 2021

- Unboxed product and placed on shelves according to layout and planogram guidelines.
- Placed products in correct storage locations to keep stock areas organized and inventory counts accurate.
- Designed and constructed advertising signs to attract customers and promote sales.
- Readied items for sales floor stocking by affixing tags and preparing shelf labels.
- Maintained current knowledge of shelf planograms and end cap plans to effectively merchandise products.
- Rotated stock correctly to prevent out-of-date products and removed aging items from main shelving to build special promotional displays.
- Unloaded arriving product stock and moved to store display areas.

SKILLS

- Merchandising
- Customer Service
- Multi-tasking
- Problem Solving
- Adaptability
- Collaboration
- Organization
- Visual Layout
- Creativity

TECHNICAL SKILLS

- Adobe Photoshop
- Illustrator
- Premiere Pro
- QGIS
- Excel
- MS Word

A'GACI, Schaumburg, IL — *Fashion Consultant*

May 2018 - August 2019

- Drove brand awareness by organizing display setups and assisting in merchandising.
- Merchandised store inventory in seasonal and brand displays.
- Proposed accessories to complete outfits and complement clothing choices.
- Selected clothes that flattered individual body types and capitalized on current trends.
- Monitored security and prevented loss of valuable merchandise.
- Accepted and processed customer payments.
- Counted cash in register drawer at the beginning and end of shift.

Goebbert's Farm and Garden Center, South Barrington, IL — *Sales Associate*

September 2016 - October 2016, September 2017 - October 2017

- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise.
- Analyzed and properly processed product returns, assisting customers with finding alternative merchandise to meet needs.
- Educated customers on promotions to enhance sales.
- Delivered a high level of assistance by locating products and checking store system for merchandise at other sites.
- Processed POS transactions, including checks, cash and credit purchases or refunds.

EDUCATION

Northern Illinois University, Dekalb, IL — *Bachelors Degree in Art-Minors in Art History, Geology, and Geography*

August 2022 - Ongoing

Elgin Community College, Elgin, IL — *Associates Degree in Fine Arts*

August 2018 - December 2021

Bartlett High School, Bartlett, IL — *High School Diploma*

August 2014 - May 2018