

Megan Ferguson

Provo, Utah 84606

(801) 427-7771 • meganmichelle00@gmail.com

Objective

To obtain a position that will allow me to use my love of visually stimulating design, my thirst for not only knowledge- but also the opportunity to share that knowledge with others, and my always energetic, helpful, and bubbly personality to greatly benefit your business.

Skills

- Highly motivated self-starter and an extremely quick learner
- Creative, Energetic and Confident
- Both friendly and professional
- Always willing to go above and beyond
- Very well spoken, with an extensive vocabulary and exquisite grammar
- Pride myself on my excellent customer service skills, and how I enjoy helping others.

Job History

Circle & Square Decor

Sept 2019 – Jan 2021

Design Manager / Warehouse Manager

Here, I would use Adobe Illustrator to design custom calendars, chore charts, menu boards, and many other functional home decor items to sell online. I helped with creating and posting the listings on our Etsy shop, so I had to stay up to date with marketing techniques and trending keywords for growing the business via social media. I was in charge of training new employees and overseeing the other designers and framers to keep them on task, give them projects to work on, and give suggestions for more efficient and productive work flow. I also helped with framing the boards, packaging & shipping them out, making sure all orders were being taken care of by checking each file daily, answering messages and doing customer service, as well as doing inventory and receiving supplies & returns, and keeping the warehouse organized and clean.

Funfinity

Sept 2015 – Sept 2018

Sales Associate / Cashier / Chocolatier

I worked as a cashier, a sales associate, and an inventory specialist. I was required to possess a great deal of knowledge about not only all the products that we had in the store, but how to best make a sale of something that would impress and delight every customer. I also assisted with keeping the store well-stocked and looking organized, as well as rotating and designing window and shelving displays, cleaning, receiving new shipment, answering phones, doing special orders for customers, and being knowledgeable about all the different types of chocolate / cake & candy making supplies we had.

Artisan Food and Craft

2010 – July 2015

Oct

Office Manager

I was In charge of the general clerical duties, like keeping paperwork filed, scheduling appointments, answering phones and emails from clients and suppliers, payroll, running errands, and decorating the office and keeping it organized. Some skills I learned from working here were

how to communicate effectively in person, over the phone, and through email, organization for optimal work flow, money management and how to be courteous and professional.

Qualifications & Experience

- Graduated Maple Mountain High in 2010
- Utah Valley University, General Education 2011- 2014
- 3 years experience in the graphic design field
- Knowledge of Adobe illustrator, Photoshop, Excel, Google Documents, and other programs
- Great at creating eye-catching marketing online with Social media like Facebook, Instagram, etc.