

# ALEXANDRIA LEWIS-HAWTHORNE

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## ACADEMIC ATTAINMENT

<u>Degree</u>	<u>Year</u>	<u>University</u>	<u>Major</u>
B.S.	2020	CUNY New York City College of Technology	Business and Technology of Fashion

**Professional Licenses/Certifications:** *CUNY NYC College of Technology Title IX Sexual Harassment, Gender-Based Harassment and Sexual Violence Curriculum*  
September 2, 2020

## Relevant Professional Work Experience

**Prime Wholefoods Shopper**                      **Amazon**                      **October 2019 to April 2020**

- Locating and carefully selecting items and packaging them for delivery.
- Keeping accurate inventory by reporting out of stock and expired items.
- Staging bags and scanning an accurate location for pickup.
- Assisting customers to enhance their shopping experience.

**Receptionist**                      **Kahuna Software Inc.**                      **July 2018 to December 2018**

- Ensured all files were updated, maintained, and organized efficiently.
- Handled incoming calls and correspondence.
- Maintaining a neat and organized office space.
- Greeting clients and visitors to a welcoming atmosphere.
- Monitoring stock levels and ordering supplies to keep an adequate inventory.

**Office Assistant (Seasonal)**                      **Holley Property Management**                      **June 2013 to June 2017**

- Creating and updating records ensuring accuracy and validity of information.
- Proficient and utilizing skills in Microsoft Word and Excel to record information and data as needed.
- Answered, screened, and routed all incoming calls.
- Provided customer service to walk in clients/visitors at the office.

## Relevant Internship Experience

### **PR/Visual Merchandising**

**Matthew James Jewelers**

**current**

- Set up jewelry displays for attraction and cleanliness.
- Updating and keeping track of inventory using The Edge Jewelry and Excel.
- Researching jewelry trends to make stock decisions and enhance sales.
- Keeping track of emails and social media.
- Adding new clients to the system and assisting with taking in repairs and providing customer service.

### **Fashion PR Intern**

**Vivienne Hu**

**April 2018 to June 2018**

- Organized all store merchandise to help the overall appearance of the store.
- Kept updated and organized Excel sheets for accurate tracking of merchandise.
- Keeping showroom clean and organized.
- Assisting on maintaining and developing press data base.
- Tracking and measuring effectiveness of all PR and social media.
- Research appropriate micro influencer for potential partnerships to build brand.

## Computer Skills

**G Suite**

Docs, Drive, Gmail, Sheets

**Microsoft Office 365**

Word, Powerpoint, Excel

**Operating Systems**

MacOS, Microsoft Windows

**Web Browsers**

Chrome, Firefox, Safari

**Fashion Database**

Fashion Snoops

## Social Media

Instagram, Tumblr, Facebook, Pinterest, Twitter,  
Youtube