

# KEYANNA GARRICKS

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## EDUCATION

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<b>CUNY New York City College of Technology</b>	Brooklyn, NY
Bachelor of Science in Business and Technology of Fashion	Brooklyn, NY
Associate in Applied Science in Fashion Marketing	Brooklyn, NY

## CORE COMPETENCIES AND SKILLS

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- Executive team leadership
- Skilled client vendor relationship builder
- Process improvement and ability to work in fast-paced environments
- Outstanding customer service, both written and oral communication skills
- Skilled in developing strategic plans to problem solving and meeting deadlines
- Organized and meticulous, detail-oriented
- Almost two years of retail work
- Six years of Fashion Marketing and Business and Technology of Fashion education
- Extensive trend forecasting skills
- Microsoft Office Suite
- Advertising/Social media management

## PROFESSIONAL EXPERIENCE

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**Brooklyn Navy Yard** Brooklyn, NY  
01/19-05/19

Fashion Merchandising Intern, Campos Bags Inc.

- Assisted site-supervisor with daily office duties that included, preparing reports for packing requirements, delivery tickets and invoices
- Organized business meetings with both buyers and customers
- Secured buying relationships to fit the needs of the business, became a seller on Amazon's handmade artisan collection
- Collaborated with consignment companies, such as Inan NYC to market products
- Came up with growth plans to produce more sales for the future of the business
- Communicated with customers through shopping tools, such as Shopify to generate sales
- Stayed up to date with logging handbags that have not yet been professionally photographed, for social media pages

**Blink Boutique** Brooklyn, NY  
03/18-Present  
Fashion Stylist

- Assist customers with finding apparel, shoes and accessories that appeal to them, image consulting

- Develop and maintain long term relationships with team and large clientele
- Receive and sort shipments to display throughout store to be sold to consumers
- Achieved on an average 20% off discounts on clothing
- Provided customers with an average of up to 30% off discount cards, for every frequent shopping experience
- Consult with store buyers on what should be ordered throughout the upcoming seasons
- Prepare reports for packing requirements to send out deliveries to consumers
- Evaluate and document various project activities that are business related

**Brooklyn Bowl, Inc.**

Brooklyn, NY 09/16-03/18

Shoe Runner/Coat Checker/Merch Maintenance

- Involved checking in new shipments
- Restocked the merchandise closets and shoe desk as needed
- Collected inventory data for merchandise
- Assisted teams to provide efficient category results daily
- Provided general customer service and reception needs for business
- Fulfilled daily business tasks as needed

**Brooklyn Chinese-American Association**

Brooklyn, NY 07/14-06/16

Counselor

- Coordinated and collaborated with various instructors, to ensure students arrived to scheduled activities safely and punctually in compliance with OSHA standards
- Monitored and resolved behavioral issues amongst students with special needs, by adhering to New York State and City educational standards
- Organized and developed educational and/or recreational activities that inspired confidence and boosted students' self-esteem

**Kings Bay Y**

Brooklyn, NY 07/13-08/19

Counselor

- Maintained and archived student attendance files and data
- Performed administrative duties that streamlined the overall operation and organization of the programs
- Filed, monitored facilities, and tracked homework completion on a daily basis
- Liaison between immediate supervisor and parents

**VOLUNTEER EXPERIENCE**

**The New York City College of Technology**

Brooklyn, NY

10/18-03/19

Member, CUNY Service Corps program

- Secured a competitive position with a CUNY-wide program that promotes service learning and provides work opportunities at community and government agencies
- Completed a two-week intensive training focusing on civic engagement and workplace readiness
- Participated in monthly professional development workshops, as well as campus and university-wide events to increase workplace skills and active citizenship
- Delivered meals to homebound New Yorkers with nonprofit partner God's Love We Deliver

**After School Homework Helper/ Program Coordinator Intern, Brooklyn Public Library**

- Provided support, assistance, and encouragement to children in order for them

to excel in their studies

- Worked individually with students to prepare them for successfully passing class exams
- Evaluated and documented the number of patrons served per day
- Collaborated with staff to ensure the implementation and success of programs