

Mercedes Potts

Brooklyn, NY 11212

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(347) 638-6947

PROFESSIONAL/EDUCATION BACKGROUND:

<u>Degree</u>	<u>Year</u>	<u>University</u>	<u>Major</u>
B.S.	2022	New York City College of Technology City University of New York (CUNY) Module Emphasis: Fashion Merchandising Administration	Business & Technology of Fashion
A.S.	2020	New York City College of Technology City University of New York (CUNY)	Business & Technology of Fashion

Professional licenses or certifications:

Title IX Certification, Sexual Harassment, Gender-Based Harassment and Sexual Violence Student Curriculum, Online Seminar March 07, 2022, New York City College of Technology, City University of New York

HONORS AND AWARDS:

- 2021 *Dean's List*, Fall/Spring Semester (2020 – 2021), GPA: 3.8, College of Professional Studies, New York City College of Technology, City University of New York
- 2020 *Dean's List*, Fall/Spring Semester (2019 – 2020), GPA: 3.5, College of Professional Studies, New York City College of Technology, City University of New York

PROFESSIONAL EXPERIENCE:

- Retail Support Associate - Shoe Expeditor* *Macy's Inc. Brooklyn, New York* *August 2021 - Present*
- Organizing shoe inventory to ensure accurate scanning and placement in stockroom
 - Preparing orders from stockroom for selling colleagues, recovering shoe from sale floor, and scanning inventory back into stockroom
 - Facilitated Managing shoe fulfillment orders, markdown process, and mismates prevention and pairing process
- College Assistant - Peer Mentor* *CUNY ASAP Brooklyn, New York* *August 2019 - June 2020*
- Lead advisement sessions for student academic concerns and personal issues to help improve GPA
 - Prepared all social media content to promote events
 - Facilitated student workshops and one-on-one meetings

Museum Support Associate

***Weeksville Heritage Center
Brooklyn, New York***

Feb. 2018 – March 2019

- Collaborated with managers and colleagues to maintain museum environments
- Prepared visual displays and wall setups for special programs and promotional events
- Organized all event documents and materials in a timely, accurate, and efficient manner as directed by supervisor.

WORKSHOPS for PROFESSIONAL DEVELOPMENT

- ❖ *Attended*, ASAP Workshop Series: Reflections, Finals, and Managing Stress, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, December 6, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Career Exploration, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, November 29, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Registration, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, November 8, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Communicating with Professors, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, October 25, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Goal Setting, Tutoring, and Study Groups, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, October 11, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Study Skills and Time Management, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, September 27, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Academic Polices and Campus Resources, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, September 13, 2018; 10:00am - 10:50am
- ❖ *Attended*, ASAP Workshop Series: Introductions and Expectations, New York City College of Technology, CUNY, 172 Pearl Street Environmental Building 203 (E-203) at Brooklyn, NY 11201, Thursday, August 30, 2018; 10:00am - 10:50am

NETWORKING for Industry Relations/EXPERIMENTAL Learning

- “Black Fashion Designers.” Museum at Fashion Institute of Technology (FIT) at Seventh Avenue at New York, NY 100021, Online Exhibition, <https://exhibitions.fitnyc.edu/black-fashion-designers/>, on June 16, 2020 at 2:30pm
- “Fabric in Fashion.” Museum at Fashion Institute of Technology (FIT) at Seventh Avenue at New York, NY 10001, <https://exhibitions.fitnyc.edu/fabric-in-fashion>, on April 17, 2019 at 11:30pm
- “Fashioning the Women of Weeksville.” Museum at Weeksville Heritage Center at 158 Buffalo Avenue at Brooklyn, NY 11213, <https://www.weeksvillesociety.org/fashioning-the-women-of-weeksville>, on September 7, 2017 at 3:00pm

SOCIAL MEDIA AND TECHNOLOGY

- **Social Media and Video Conferencing Platforms:** LinkedIn (social networking platform), Zoom (video conferencing)
- **Databases:** Fashion Snoops (fashion forecasting database), The Fashion and Race Database (fashion history database), Academic Search Complete (scholarly database)
- **Website and Content Creation Platforms:** WordPress (website creation), Canva (social media content creation)