

Siara Diamond Brown

797 St. Anns Ave Apt A

Bronx NY, 10456

(917)-602-8276

Siaradbrown@gmail.com

ACADEMIC BACKGROUND:

<u>Degree</u>	<u>Year</u>	<u>University</u>	<u>Major</u>
B.S	2021	New York City College of Technology	Business and Technology of Fashion
A.A.S	2019	New York City College of Technology	Fashion Marketing
HSD	2016	Bronx Academy of Health Careers	Regents Diploma

RELEVANT WORK EXPERIENCE:

Brand Ambassador (Sales Associate) American Eagle July 2021 - Present

- Ensured customer satisfaction while providing excellent customer service and offering additional product knowledge + boosted product sales by giving personal input on designated products.
- Performed register sales transactions quickly with cash control procedures.
- Provided brand loyalty by signing consumers up for AEO loyalty programs.
- Maintained a neat and well-organized sales floor, cash wrap and fitting room + ensured store environment was always presentable.

Virtual Online Assistant New York City College of Technology Sept 2020 – May 2021

- Researched resources for students that were posted on all Student Life social media pages.
- Contributed ideas to assist with virtual events and other student life planning.
- Assisted with special projects for students.
- Federal Work Study Program

Data Entry Assistant New York City College of Technology June 2019 – May 2020

- Scanned students and employees in and out the schools learning center.
- Modified which students used computers and which went to see a tutor.
- Addressed any questions students had.
- Handed students their printed papers from the printing room.
- Kept the area clean.
- Federal Work Study Program

OTHER WORK EXPERIENCE:

Camp Leader Assistant Kips Bay Boys and Girls Club: P.S 138 July 2018 - Aug 2018

- Cared for kids' safety.
- Ensured kids were behaving.
- Entertained kids and treated them with respect.
- Summer Youth Employment Program

Office Assistant Kips Bay Boys and Girls Club: Lucile Palmaro July 2017 - Aug 2017

- Reorganized papers
- Made, printed and distributed camp flyers to camp leaders.
- Filled the kid's personal information.
- Summer Youth Employment Program

INTERNSHIPS:

Content Creation + Social Media Planning Artisan Tribal Dec 2020 – May 2021

- Research stock images and hashtags related to brand niche.
- Social media marketing and management
- IG/Facebook/Pinterest content creation + template strategizing
- Online stock and inventory management on website and other platforms via etsy.com
- Organization skills in google drive.