

VICKIE JENNINGS

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EDUCATION

The University of Tennessee, Knoxville, Haslam College of Business
Bachelor of Science in Business Administration
Major: *Marketing* Collateral: *Human Resources*

Knoxville, TN
Graduation: May 2025

EXPERIENCE

Hodges Library

Student Library Assistant

Knoxville, TN
June 2023 – Present

- Processed and labeled multiple, incoming books which in turn increases the amount of books that are available to others in the library.
- Utilized Excel to go through multiple archived books to take them out of the library's system.
- Communicated with my boss on specific books that needed to be pulled throughout the 5 different floors of the library, which then needed to be re-labeled and processed

American Eagle

Sales Associate

Knoxville, TN
November 2022 – August 2023

- Demonstrated product knowledge and features, increasing foot traffic and sales.
- Utilized the point-of-sale (POS) system to process transactions accurately, handling cash and credit card payments.
- Interacted with multiple customers displaying knowledge of products, increasing sales and the amount of customers apart of the reward system.

Tennessee Athletics

Fan Experience Intern

Knoxville, TN
August 2022 – January 2023

- Assisted with half-time performances, in-game performances/special spotlights, and ensuring that fans were happy during the game.
- Collaborated with performance individuals to ensure they knew when to play during the game including the emcee, DJ, and the band.
- Created an inviting atmosphere while assisting multiple groups and projects to ensure customer satisfaction.

Tallahatchie Gourmet

Waitress

New Albany, MS
August 2020 – August 2022

- Managed 33% of restaurant tables simultaneously efficiently delivering food and beverages.
- Demonstrated strong communication skills while taking orders accurately and effectively increasing sales on specific food items.
- Handled cash transactions and processed payments while also taking orders during lunch rushes.

LEADERSHIP

Relay for Life - American Cancer Society

Knoxville, TN

Director of Merchandise

August 2022 – May 2023

- Handled cash payments during the fundraiser, and raised nearly \$20,000 through the year.
- Communicated with multiple different retailers about merchandise production to network with companies for our merchandise.

CERTIFICATIONS/SKILLS

- [Microsoft Excel Skills Badge](#)
- [Critical Thinking with Excel](#)
- Bloomberg Finance Fundamentals
- Photoshop 2024 Essential Training
- Canva Pro
- Tableau
- Alteryx