



# Vicky Levy

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 [Online Digital Resume](https://vblevy.wixsite.com/my-site)

## WEBSITE, PORTFOLIO, PROFILES

- <https://vblevy.wixsite.com/my-site>

## PROFESSIONAL SUMMARY

Engaging, motivated college grad with strong academic performance, a diverse set of skills, and relevant work experience. I'm a Public Relations graduate with proven success as a student and in helping a number of businesses market, sell and support their services. I love people, I'm a leader and I have excellent work ethic.

## SKILLS

- Public Relations and Sales
- Public Speaking and Presentation skills
- Bilingual (English and Spanish)
- Collaboration
- Leadership and team building
- Conflict Resolution
- Employee Data Record Keeping
- Organization
- Schedule Management
- Flexibility and Adaptability
- Microsoft Office

## WORK HISTORY

### ART TEACHER

04/2021 to CURRENT

#### Wine And Design | Raleigh, NC

- Established and maintained productive, professional working relationships to promote beneficial project results
- Consulted with clients to discuss style preferences to create mutually agreeable project parameters
- Resolved client concerns quickly and professionally to maintain a respectful and productive project environment
- Inspired students and assisted in developing creativity and self-expression through various art forms and media
- Prompted student motivation and peer participation through implementation of positive reinforcement

### TOUR GUIDE

02/2022 to 03/2022

#### Dead Broke Farm | Raleigh, NC

- Delivered exceptional customer service to bolster strong relationships and build positive experiences
- Listened to customer requests and specifications and made suggestions to appropriately fulfill needs
- Updated farm documentation with daily activities, yields, and other important data
- Built personal relationships with guests to promote positive experiences.
- Answered questions and offered further details about the animals to educate

visitors.

## **SUPPORT SPECIALIST (INTERNSHIP)**

*09/2021 to 01/2022*

### **Wine And Design | Raleigh, NC**

- Took down messages, answered phone calls from customers and franchisees, and provided information
- Assisted Head of Operations with administration of the company's official social media accounts
- Worked on creating content for the company's website
- Provided the CEO and Head of Operations with direct help in identifying and creating new products and sales concepts
- Used Google and Microsoft to create high-quality documents, spreadsheets, and presentations for internal and external needs.

## **FOOD AND BEVERAGE SALES REPRESENTATIVE**

*05/2020 to 08/2021*

### **Raleigh Golf Association | Raleigh, NC**

- Delivered excellent customer service and professionally represented the brand during transactions
- Addressed guest requests and orders with a positive, friendly and respectful attitude
- Memorized a menu of food items, drinks and ingredients to ensure efficient, effective service for guests, including clarity on all diet-specific options
- Maintained a sanitary environment and practiced safe food handling procedures

## **FIELD MARKETING REPRESENTATIVE**

*12/2019 to 04/2020*

### **The Black Sheep | Raleigh, NC**

- Visited each field location to evaluate, inform and support team members
- Tracked effectiveness of marketing efforts and projects against budget, quality standards and brand standards
- Forecasted and tracked marketing and sales trends
- Managed client marketing strategies and product promotion campaigns

## **SALES REPRESENTATIVE**

*07/2018 to 07/2019*

### **Cutco | Yorktown Heights, NY**

- Increased sales by offering advice on purchases and promoting additional products.
- Achieved monthly sales goals by promoting product benefits and enrolling new clients.
- Developed and delivered engaging sales presentations to convey product benefits.
- Cold-called leads and closed a number of new sales over several months.

## **DOG BATHER**

*06/2016 to 08/2018*

### **Yorktown Pet Grooming | Yorktown Heights, NY**

- Greeted pet owners and went over available services, outlined costs and determined special needs of animals under care.

- Followed effective process for bathing and grooming dogs to remove dirt, loose hair, parasites and hair mats.
- Contributed to client retention by consistently providing outstanding customer service to both clients and pets.
- Maintained and updated a log of each pet and their needs, or specific notes so that all parties could stay informed

## EDUCATION

**Bachelor of Arts** | Public Relations, Spanish

05/2022

**North Carolina State University, Raleigh, NC**

- Dean's List 2018-2022
- Graduated Magna Cum Laude
- 3.56 GPA
- Comedic Improvisational Alliance Member

## LANGUAGES

**English**

Native or Bilingual

**Spanish**

Professional Working