

Simone Forrest

Summary: Hardworking college graduate with customer service experience, who is ready to apply skills in the workplace.

Location: New Jersey

Website/Portfolio:

<https://simoneforrest.journoportfolio.com>

Email: authorsimoneforrest@gmail.com

Work Experience:

Creative Writing — *Author*

December 2018-present

Dollar General in West Long Branch, NJ — *Sales Associate*

July 2018- September 2018

- Provided excellent customer service by assisting customers.
- Performed cash management and transactions on a daily basis.
- Ensured the workplace was organized and sanitized at all times.
- Maintained inventory control and marketing of merchandise.
- Worked with coworkers to provide a safe and healthy environment.

Dollar General in Jackson, NJ — *Sales Associate*

March 2018-June 2018

Similar tasks as above.

Pier 1 Imports in Howell, NJ — *Sales Associate*

September 2012-January 2013

Similar tasks as above.

Education:

Georgian Court University in Lakewood, NJ — *B.A.*

August 2013-December 2017

Graduated Magna Cum Laude

Bachelor of Arts Degree in English with a GPA of 3.86

Minors in Writing and Integrative Health

Activities:

- Treasurer and Vice President of the Holistic Health club 2015-2017
- Member of the Phi Eta Sigma Honor Society 2014

Skills:

Writing
Analysis
Editing/Revision
Research
Customer Service
Organization
Time Management
Teamwork
Microsoft Office
Cash Management

Awards:

Dean's List, Georgian Court University.

Awarded Oct. 2014

Dean's List, Georgian Court University.

Awarded Oct. 2015

Dean's List, Georgian Court University.

Awarded Oct. 2016

Writing Experience:

Self-Taught Writing 2007- Present

Writing Minor at GCU 2015-2017

Required Courses:

EN215- Creative Writing 2015
EN250- Power of Grammar 2015
EN213- News Writing&Reporting 2016
EN230- Writing on the Web 2016
CM113- Visual & Digital Literacy 2017
EN218- Women in Literature 2017

