

## Allison Clark

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### EDUCATION

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Texas Christian University, Bob Schieffer College of Communications Fort Worth, TX  
Bachelor of Science May 2027  
Journalism Major | General Business Minor GPA: 3.74  
*Academic Honors: Dean's List, Academic Dean's Scholarship*

### EXPERIENCE

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**PacSun, Newport Beach, CA** May 2025 – August 2025 | May 2024 – August 2024  
*Sales Associate/Head Customer Service Employee*

- Accountable for generating sales and providing exceptional customer service through personalized styling advice and product recommendations
- Demonstrated product knowledge by designing the sales floor with merchandise that aligned with fashion trends and the company's values
- Maintained a clean and organized sales environment, ensuring a positive shopping experience for all customers by efficiently resolving company inquiries

**Hurns Law, APC, Irvine, CA** December 2024 – May 2025  
*Legal Assistant*

- Responsible for contacting clients, setting up meetings, preparing legal documents, and assisting the lead attorney with all tasks
- Conducted legal research, managed case files, and drafted documents while effectively utilizing time management to meet deadlines
- Designed standardized templates for frequently used legal documents, ensuring consistency, accuracy, and time savings across case preparation and client correspondence

**Pi Beta Phi Fraternity for Women** August 2023 - Present  
*Director of Recruitment Events*

- Slated to serve on the leadership committee and work with the executive team to implement an efficient recruitment process through teaching 150+ members and leading all committees effectively
- Headed all event planning aspects of primary recruitment, including negotiating with outside vendors, collecting Certificates of Insurance (COIs), attending daily Panhellenic meetings, and coordinating with the Fraternity & Sorority Life team (FSL)
- Actively participate in weekly leadership and chapter meetings, philanthropic events, and fundraising initiatives to support children's literacy programs through Pi Beta Phi Sorority

### SKILLS

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#### *Industry:*

- Writing & interpersonal skills, newsgathering, social media management, and customer service

#### *Personal:*

- Excellent communication skills, detail-oriented, and capable of collaborating with diverse teams to foster valuable connections while embracing a leadership mindset