

JAIME LANNISTER

310-555-5555

jlannister@gmail.com

100 Broadway Lane, Fort Wayne, IN 46814

SUMMARY

Dedicated and organized senior at North Central High School with a strong work ethic and diverse experience in communication, journalism, and customer service. Skilled in managing projects, working collaboratively in teams, and delivering high-quality results. Seeking opportunities to contribute to a dynamic work environment.

EXPERIENCE

BARNES AND NOBLE - Associate

Fort Wayne, IN • 8/2023 - Current

- Identify, evaluate and then develop effective marketing strategies for in-store campaigns
- Managed monthly promotional campaigns, increased revenue by 18%
- Successfully manage cash register, coffee section, and book database
- Redesigned my daily process, which increased time savings by 23%.
- Assist customers in finding books, providing recommendations, and processing transactions accurately and efficiently
- Maintain a clean and organized store environment, including stocking shelves and arranging displays
- Collaborate with team members to achieve sales goals and promote upcoming events and promotions

NORTH CENTRAL HIGH SCHOOL SCHOOL YEARBOOK - Yearbook Manager

Fort Wayne, IN • 8/2022 - 5/2023

- Oversaw the design and production of the school yearbook, coordinating with staff writers, photographers, and editors
- Issued assignments and makes sure those assignments are completed on time
- Secured advertising from local businesses, the first time we were able to get businesses to advertise
- Managed deadlines, budget, and distribution logistics, ensuring timely delivery of the yearbook to students and faculty
- Utilized graphic design software to create layouts, edit photos, and enhance the overall visual appeal of the yearbook

NORTH CENTRAL HIGH SCHOOL - Announcement Specialists

Fort Wayne, IN • 8/2021 - 7/2022

- Prepared and delivered daily announcements to the student body, highlighting important school news, events, and achievements
- Selected from 150 applicants
- Feedback scores of 98% from student surveys
- Updated the interview process then interviewed and made a recommendation for the new Announcement Specialist
- Collaborated with faculty and student organizations to promote activities and initiatives through the morning announcements
- Developed strong communication and public speaking skills, engaging and informing a diverse audience

EDUCATION

NORTH CENTRAL

Fort Wayne, IN • 2025

Expected Graduation: May 2025

- Year book, Spanish club, Varsity Baseball - 2024 Honor Roll

EXTRACURRICULARS

- 3 year volunteer for Alternative Spring Break
- Member, Debate Club (2022-Present): Participate in debates on various topics, honing critical thinking and public speaking skills
- Volunteer, Community Book Drive (2021): Organized and promoted a book donation drive to support local libraries and schools