Theresa Warren

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# Education

## B.A. in studio art

## gustavus adolphus college | May 2017

* Major: Studio Art
* Three Crown Honors Curriculum
* 2016 Dean’s Art Award

# Work Experience

## Person in Charge (Night Manager)

## family fresh market | jun. 2016 – Jan. 2020

* Assisted store directors with daily store operations; managed store in their absence as a keyholder
* Counted daily bank deposits and cashier audits, secured all cash at store close
* Ordered product weekly and assisted in quarterly inventory
* Crossed-trained in all departments to be able to fill roles and shifts quickly and easily
* Instructed staff on expectations and followed up on task progress

## Theater tech director

## st. peter Public schools | feb. 2017 – apr. 2017

* Collaborated with play director on set needs and design aspects
* Managed green room inventory and needs within a set budget
* Organized back stage and work areas for safe passage and efficient space usage

## Lead Store Associate

## The Fair Emporium | sept. 2014 – jun. 2016

* Opened and closed store as a keyholder, responsible for covering shifts as needed
* Managed daily inventory and needs in conjunction with store owners
* Became familiar with regular customers and their needs

# Skills & Personal Experience

## Technical skills

* Knowledge of best POS/register and cash handling practices
* Comfortable with several art medias and most art materials
* Familiar with inventory taking for consistency in product counts and minimization of loss

## personal skills

* Experience overseeing, organizing, and following up with many staff members at a time
* Able to work independently or as part of a group, taking the lead and/or supporting others
* Adaptable under the pressure of deadlines and variable environments