

Joi Dickerson

Joidickersonneal@yahoo.com

Skills: Word, Excel, PowerPoint, Publisher, Photoshop, Illustrator, Sales, Fund Raising, Customer Service, Publicity, Marketing, Records Management, Community Outreach, Grant Research, Warehouse Inventory, Office Management, Budgeting. Additional Languages: Spanish (Rudimentary)

Employment History

Michaels Craft Store

Instructor

June 2019-March 2020

- *Created class proposal*
- *Arranged and scheduled classroom space*
- *Promotions and Marketing*
- *Lesson plans*
- *Taught Classes*

Goodwill

Sales Associate

July-April 2019

Bastrop, TX

- *Greet Customers*
- *Assist Customers in locating items*
- *Receive payments via cash, credit card and gift cards*
- *Successfully request and receive cash donations*
- *Educate Customers about Goodwill Community Programs*
- *Maintain the cleanliness of the store perimeter*
- *Organize merchandise to create a great shopping experience*

Independent Archivist:

January 2010-Present

- *Curated and lead Museum Exhibits*
- *Taught history lessons to school aged youth*
- *Archived historical materials*
- *Arranged all media coverage*

Clients Include:

*AAHMNJS, UCLA, Emory University
Mayme Clayton Museum and Library*

Education:

Syracuse University

Syracuse, NY