

ALLISON CRAWFORD



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San Bernardino, CA 92407

PROFESSIONAL SUMMARY

Talented professional good multitasking, organizational and verbal and written communication skills. Expertise includes writing content on topics diverse topics and for use in different media. Can work in versatile environments while keeping a creative eye on details.

SKILLS

- Creative Writing
- Time Management
- Creative Development
- Customer Assistance
- Teamwork and Collaboration

EDUCATION

Biola University

La Mirada, CA • Expected in 05/2025

Bachelor of Arts: Journalism

- Dean's List [Fall of 2022]
- Dean's List [Spring of 2023]
- cum laude graduate
- Extracurricular Activities: Women's Water Polo Team

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/allison-crawford-57590921b/>

WORK HISTORY

The Point Biola University - Web Writer

La Mirada, CA • 09/2022 - Current

- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- Consulted with editors to shape story and eliminate any errors.
- Created articles on topics regarding topics relevant throughout campus while under deadlines.

Target - Style Team Member

Fontana, CA • 05/2022 - Current

- Aided customers and promoted sales purchases by searching inventory for items at other locations and making arrangements for shipping and delivery.
- Greeted customers and helped with product questions, selections and purchases.
- Folded and arranged merchandise in attractive displays to drive sales.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.
- Supported efficient and timely replenishment of sales floor merchandise.

RSL Aquatics - Swim Instructor

Upland, CA • 04/2021 - 09/2021

- Maintained control and safety of class and kept children in flotation always within arm's reach.
- Planned classes covering different ages and skill levels to prepare students for basic and advanced swimming needs.
- Taught up to sixteen classes daily, constructing new practice plans for each group.

