

EMMETT HARTLOVE

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PROFESSIONAL SUMMARY

Detail-oriented salesperson and customer service representative who holds enthusiasm in products, materials, and services provided. Current student working toward a Bachelors of Fine Arts degree with previous high-end jewelry sales experience and retail store foods and goods experience.

SKILLS

- Order Processing
- Inventory Control
- Product and service Guidance
- Contract Preparation
- Product Sales
- Customer management
- Merchandise Display

EXPERIENCE

Sales Associate

Bryn Mawr Jewelry Company | Chicago, IL

March 2024 - Current

- Working directly with customers, creating and designing custom jewelry
- Inventory control
- Precious metals scrapping

Sales Associate

Bijoux Jewels | Baltimore, MD

May 2021 - Current

- Helping customers navigate our inventory within the store and communicating what interests them.
- Processing sales.
- Ensured consistent customer sales with knowledgeable and friendly support.
- Greeted customers and asked questions to assess needs.
- Taking in and processing repairs.
- Opened and closed every day, taking down and packing away displays.
- Assisting in taking in new inventory.
- Filing and ordering paperwork.
- Working with custom jewelers and jewelry dealers.

- Cleaning and organizing of jewelry displays and jewelry storage.
- Removed dust and dirt from items, regularly cleaning store.

Studio Assistant

March 2020 - April 2021

Jill Andrews gowns / Quality Mask Supply | Baltimore, MD

- Sewed face masks full-time at a production level.
- Assisted in assembling/disassembling gowns and dresses for various fittings and final fittings.
- Helped keep the studio organized.
- Designed window displays and jewelry/accessory displays for the studio.

- Packaged goods for website sales.

Sales Assistant

April 2018 - December 2018

caravanseri | baltimore, MD

- Handled sales floor needs, including updating pricing and signage.
- Enhanced sales with suggestions of related products and services based on purchases and stated needs.
- Greeted customers with a friendly and welcoming attitude.
- Organized inventory and stocked shelves when needed
- Cleaned spaces and inventory, organizing clothing and products.

Assistant and sales

April 2017 - December 2017

charm city chocolate | baltimore, MD

- Kept clean, organized and well-stocked workspaces.
- Created attractive displays to promote sale items.
- Updated pricing and signage to advertise sales or seasonal products.
- Recommended merchandise to suit customer budget and preferences.
- Researched products health information for customers
- Social media posting

EDUCATION

Bachelor of Arts (B.A.) - Fine Arts

May 2026

School of the Art Institute of Chicago, chicago, IL