

Tashara Collins

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Objective: To become a viable member of a team where I can contribute my acquired skills and knowledge to provide success for the company.

EDUCATION

Varina High School , Richmond, VA — HS Diploma SEPTEMBER 2014 - JUNE 2018

Center for Communications and Media Relations

Columbia College Chicago — Some College AUGUST 2018 - MAY 2019

Cinematography with a focus in film studies

EXPERIENCE

Alorica, Remote/ Las Vegas, NV — Patient Care Advocate (Med D)

APRIL 2024 - CURRENT

- Billing, refills, renewals, claims ▪ Work with pharmacist and PCTs ▪ Data entry, documenting
- Inbound and outbound calling ▪ Customer support by phone

Walgreens, Richmond, VA — Shift Lead

SEPTEMBER 2022 - JULY 2023

- Open/Close the store, Cashier ▪ Inventory, merchandising, stocking ▪ Store Management ▪ Pharmacy Assistance ▪ Customer support in person or by phone

Early Girl Eatery, Charlotte, NC — Server

JUNE 2021 - AUGUST 2022

- Cashier, Money handling, Open/Close ▪ Serving, Busser, Runner ▪ Stock, merchandising, Side work ▪ Clean store

Advance Security Solutions, Chicago, IL — *Unarmed Security Guard*

APRIL 2019 - May 2021

- Patrolling buildings or area, CCTV ▪ Report Writing ▪ Fire Watch (checking for leaks or burst pipes, etc.)
- Sites: Parking garages, Film Sets, Factories, Special Events, Music Festivals ▪ Operating a patrol vehicle on post

The Lotus Den, Chicago, IL — *Key Holder*

SEPTEMBER 2019 - AUGUST 2020

- Inventory, merchandising, stocking ▪ Open/ Close the store, Cashier ▪ Appointment Setting
- Producing Marketing Material (Pictures and Promo Videos for store website) ▪ Assessing product feedback ▪ Customer Support in person or by phone

SKILLS / STRENGTHS

- Patient, Positive, Empathetic, Compassionate, Adaptable
- Organized, Detail-oriented, Analytical
- Problem Solving, Conflict Resolution
- Customer service, Sales, Hospitality
- Written, Verbal Communication Skills
- Computer Tech skills, Troubleshooting, Typing
- Leadership, Self & Time Management

OTHER SKILLS:

- Microsoft Oce (Word, Excel, Powerpoint, etc.)
- Experience with Adobe Creative Cloud (Indesign, Illustrator, Photoshop, Spark Post)
- Experience with Film Editing/ Videography & Sound (Final Cut Pro and Logic Pro)

OTHER EXPERIENCE

Miss Lucilles Cafe Clarksville, TN — *Server* August 2023 - December 2023

Uber, Multiple locations — *Driver/Rideshare* July 2021 - December 2023

Richmond Pro Lab, Richmond, VA — *Producer/ Sublimation* SEPTEMBER 2022 - DECEMBER 2022 (SEASONAL)

Joanns Fabrics and Crafts Richmond, VA/ Chicago, IL — *Sales Associate* November 2017 - January 2019

PROJECTS

The Brooklyn Collective — Corporate Art Showcase/ Auction 2022

Was invited to be one of the featured visual artists, given an opportunity to exhibit artwork for view and sale.

Short Film “Swipe Left” — Editor/ Production 2018

Worked on a group project to produce, shoot and edit the short film.

Communications and Media Relations (Varina HS) — Variety of Projects 2014 -2018

During my time in this program; I have written columns, editorials, reviews and designed the layout of school newspapers. Written, shot, and edited show segments for the school's tv show that airs on Henrico County Television (HCTV) . Other Video and design projects.

REFERENCES

Jane Canepa - Owner of The Eventors, Inc

Phone: 312-217-5263 Email: jane@eventors.us

Kellie Woods - Owner of The Lotus Den

Phone: 312-536-0290 Email: lotusdenchicago@gmail.com

Rachel and Keith - Owner of Chaotic Good Tempeh

Phone: 703-732-7787 Email: rachel.miller@chaoticgoodtempeh.com