


# JAHZARA VILLEGAS

## MULTIFACETED EMPLOYEE

### CONTACT

 214-629-8160

 jahzara.villegas@gmail.com

### EDUCATION

#### MOISES E MOLINA

High School Diploma

**2020-2023**

#### MOUNTAIN VIEW COLLEGE

Associate of the Arts

**2020-2023**

#### UNIVERSITY OF NORTH TEXAS AT DALLAS

Bachelors in Communications &  
Digital Media, Management Minor

**2023-Current**

### SKILLS

Efficient multitasking under pressure

Friendly and professional demeanor

Adapting to unexpected challenges

Exceptional interpersonal communication

Enhance customer satisfaction

Problem-Solving

Processing cash, credit, and mobile payments

Strong attention to detail

Supporting colleagues during peak times

Punctual and Reliable

### LANGUAGES

- English & Spanish

### SUMMARY

I possess strong creative and analytical skills. Team player with an eye for detail. Enthusiastic person with a can-do attitude. Very resilient and communicative, I can step out of my comfort zone and help others when needed. Willing to adapt to any work environment.

### EXPERIENCE

#### CAVAZOS LLC

Sales Associate/ Cashier. **2024**

- Provided personalized recommendations based on customer needs and preferences for holistic health products.
- Built strong client relationships through empathy and active listening to understand wellness goals.
- Educated customers on the therapeutic properties of remedies and practices.

#### SOCIAL MEDIA MANAGER/ LOGO DESIGNER

Internship for Estephania Designs LLC. **Summer of 2024**

- Active listening - Understanding client visions
- Time Management - Balancing multiple projects and deadlines
- Adaptability - Adjusting to different client needs and feedback

#### MARSHALLS, DALLAS TX

Sales Associate/ Cashier. **2022-2023**

- Multitasking during the busy hours of the store.
- Exhibited excellent Interpersonal skills when aiding customers.
- Exhibited Leadership skills when training new hires.

#### KAPPA DELTA CHI PUBLICITY CHAIR

- Leveraged research and digital media to enhance community engagement, managing multiple projects with attention to detail while adapting marketing strategies in a fast-paced industry.

#### KAPPA DELTA CHI RECRUITMENT CHAIR

- Executed strategic outreach and industry research to enhance recruitment efforts, utilizing digital media and marketing fundamentals to engage and connect with potential members.