

ALLISON CROWLEY

ASPIRING IN SALES

CONTACT

☎ (804) 774-8991

✉ allison050902@gmail.com

LinkedIn: allisonccrowley9

PROFILE SUMMARY

I'm a motivated communicator with a background in Organizational Communication and Technical Writing from James Madison University. With experience in customer service, event coordination, and leadership mentoring, I've developed strong organizational and interpersonal skills. I thrive in fast-paced environments and am always eager to grow and contribute meaningfully to a team.

EDUCATION

2025

JAMES MADISON UNIVERSITY

Bachelor in Science

Major: Communication Studies

Minor: Writing, Rhetoric & Technical Communication

WORK EXPERIENCE

Lender Assistant

2025 - PRESENT

Lee Baker

- Support a lender in managing client accounts and financial transactions.
- Enhanced organizational efficiency using OneNote and Microsoft tools.
- Coordinated with lenders and maintained strong communication to ensure smooth financial processes.
- Assisted with investment strategies using platforms such as Charles Schwab and Thinkorswim.

SKILLS

- Identifying Client Needs
- Excellent Communication Skills
- Proactive and Self-Motivated
- Team Collaboration
- Critical Thinking Skills
- Strong Attention to Detail
- Organizational Skills

Event Coordinator & Hospitality

August 2022 - 2024

Outer Banks Catering & Events

- Planned and executed large-scale events, ensuring operational success.
- Managed logistics, inventory, and event timelines with precision.
- Adapted to last-minute changes while maintaining high service standards.
- Collaborated with teams to enhance guest experience and overall satisfaction.

Customer Service

August 2018 - 2021

Sandtrap Tavern

- Delivered excellent customer service in a high-volume environment.
- Boosted sales through product recommendations and upselling techniques.
- Built lasting relationships with regular customers to drive loyalty.
- Trained new staff on POS systems and service best practices.

LEADERSHIPS & COMMUNITY INVOLVEMENT

- Chesterfield Food Bank
- Confirmation Mentor
- Youth Program Coordinator