

Anna Partlow

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SUMMARY

Driven and detail-oriented professional with experience in print and web design, marketing, day-to-day business operations, and customer relations. Exceptional team player with strong collaborative and interpersonal skills; demonstrates effective communication, adaptability, and decision-making skills.

EXPERIENCE

gold + ivy - Studio Assistant

NASHVILLE, TN; 9/24 - CURRENT

- Managed daily business operations, including inventory management, product replenishing, ensuring smooth and efficient workflow and product availability
- Oversaw all order fulfillment priorities, ensuring accurate picking, packaging, and timely shipping, resulting in a 98.4% on-time fulfillment rate in Q4 2024
- Managed online ordering platforms, including Shopify, Faire, and Pirate Ship, on a daily basis in order to process individual and wholesale orders
- Provided hands-on assistance in daily store operations, including opening and closing procedures, key holding, cash handling, customer service, contributing to a welcoming in-store environment
- Quickly adapted to urgent tasks and problem-solving solutions, demonstrating flexibility and a proactive approach to business continuity

mtheory - Equal Access Intern

NASHVILLE, TN; 10/24 - 12/24 (105 HOURS COMPLETED)

- Effectively managed social media content across multiple platforms, resulting in an 8% increase in followers and a 3 percentage point increase in engagement
- Tracked DSPs for current and previous cohort artists to measure fan demographics and engagement, streaming growth, and release performance
- Created reports and slide decks summarizing social and streaming data to present to previous and current artists
- Performed DSP, social media, and Shopify audits for current and previous members of the cohort to ensure accuracy and quality
- Participated in brainstorming sessions, took notes, and recorded action items for meetings with cohort members, clients, and employees company-wide

Whole Foods Market - Lead Cake Decorator

CHATTANOOGA, TN: 8/16 - 8/21 | KNOXVILLE, TN: 1/23 - 8/24

- Effectively fulfilled orders and met daily production needs by tracking sales and implementing action plans, resulting in the department gaining an 18% growth in sales and the receipt of the company's highest award in 2024
- Trained over 30 team members in store and across the company while fostering a positive and encouraging work environment in order to promote professional growth
- Proactively managed inventory by maintaining a detailed PAR production schedule to determine quantity of product for next day operation
- Studied and maintained proper food handling knowledge to eliminate cross contamination and foodborne illnesses ensuring consumer safety
- Aided multiple locations in the process of gaining OTS Inventory Management Certification which resulted in streamlined purchases, displays, and sales

SKILLS

- Adobe Creative Suite
- Figma
- HTML/CSS
- WordPress
- JavaScript
- Video Editing

EDUCATION

Pellissippi State AAS - Web Technology

2023 - Current | GPA: 4.0

UT Chattanooga BA - Graphic Design

48 Credits Completed | GPA: 3.6

AWARDS

Phi Theta Kappa awarded in May 2024

Dean's List awarded in Fall 2017, Spring 2018, Fall 2023, Spring 2024, Fall 2024

ADDITIONAL EXPERIENCE

Cameron Brooks for City Council Seasonal Graphic Designer

KNOXVILLE, TN: 6/23 - 9/23

Magpies Bakery Cake Decorator

KNOXVILLE, TN: 8/22 - 1/23

Cluster Funk Studio Studio Assistant

CHATTANOOGA, TN: 3/22 - 10/22

Public House Chattanooga Server

CHATTANOOGA, TN: 8/21 - 8/22