

# James Stewart, Jr

[www.Jamesstewartportfolio.com](http://www.Jamesstewartportfolio.com)

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## Education

### University of Alabama

Bachelor of Arts in Communication and Information Science

August 2016 – May 2020

Major: Telecommunication & Film (Media Production  
Concentration);

Minor: History

## License

Licensed Real Estate Agent, New York

## Skills

Adobe Creative Suite (Photoshop, Premiere Pro, Audition,  
Lightroom)

Microsoft (Word, Excel, PowerPoint)

Google G Suite

Computer Literacy

Camera Operation/Still Photography

Customer Relationship Management

Written Communication & Screenwriting

Verbal Communication & Public Speaking

Fast Learning & Adaptable

Collaboration & Teamwork

Organizational Skills

## Work Experience

### Sales Associate | Irving Bottle – Brooklyn, NY

April 2024 – November 2024

- Provided in-depth knowledge of the wine selection to give personalized recommendations to customers.
- Maintained accurate inventory levels to ensure products were available and displayed to highlight their unique qualities.
- Assisted with weekly wine tastings to increase customer engagement and product awareness.
- Processed and full-filled delivery, in-person, and shipping transactions for store front and online store.

### Production Associate | Printique – Brooklyn, NY

November 2023 – January 2024 (Seasonal)

- Worked in a fast paced environment as part of a team assembling photo products for online shop.
- Prepared machinery, materials, and products to go through production cycles ahead of schedule.
- Ensured quality control for all merchandise by maintaining strict attention to detail.

### Legal Intern | Stewart LLC – Birmingham, AL

March 2023 – October 2023

- Assisted in drafting and filing deeds, wills, discoveries and other legal documents.
- Aided attorney and clients in municipal, family, probate, civil and criminal court proceedings.
- Efficiently performed clerical tasks such as the sorting and filing of documents and answering calls.
- Conducted legal research to prepare informational materials.

## **James Stewart, Jr.**

### **Barista/Front of House | Betty Bakery – Brooklyn, NY**

**November 2021 – February 2023**

- Achieved a standard of high quality customer service by ensuring customer satisfaction at all times.
- Consistently operated the store front independently.
- Raised location's daily revenue to multiple record highs.
- Maintained the health standards in and outside of the establishment.

### **Marketing Coordinator | Movement Collaborations Inc. – Brooklyn, NY**

**February 2021 – August 2021**

- Generated thousands of dollars in sales revenue through direct marketing and social media outreach for partnering brands
- Oversaw the promotion of startups throughout various areas of New York and New Jersey.
- Gained management experience through leadership development program.

### **Videographer | Westminster Presbyterian Church – Birmingham, AL**

**May 2020 – September 2020**

- Produced a series of high quality video worship services for YouTube and Facebook with under 24-hour turnaround time.
- Coordinated talent and organized shoots.
- Managed the consistent production and release schedules for video content across YouTube and Facebook.

### **Public Relations Intern | City of Birmingham – Park and Recreation Board - Birmingham, AL**

**May 2019 – September 2019**

- Collected and input payroll information, filled work orders, and distributed supplies for 21 Park and Recreation centers.
- Rehabilitated signage, amenities, and damaged equipment in 115+ city parks.
- Assisted in the planning and execution of city sponsored events and camps.

**May 2018 – September 2018**

- Assessed public satisfaction of city run facilities by surveying citizens.
- Performed compliance and maintenance inspections on the City of Birmingham's parks and public amenities.
- Assisted in coordinating designs, obtaining quotes, and ordering promotional materials.
- Managed files and information for various city related programs & events.