

Address		Email Address
Phone Number	NAME	LinkedIn URL

Summary

Driven communications student progressing toward a full-time career working in the public relations field. Possesses customer service and time-management skills developed through positions of increasing responsibility and depth. Intelligent, detail oriented, perpetually prepared. Seeking an informative job shadowing opportunity with John Doe to gain deeper insight into the profession.

Education

East Stroudsburg University of Pennsylvania Expected May 2019
Bachelor of Arts; Communications
Concentration: Public Relations

GPA: 3.8

Related Coursework

Introduction to Communication Spring 2016

- Developed understanding of the integral nature of the exchange of information
- Produced numerous short research papers on three avenues of communication

Workplace Writing Spring 2016

- Gained exposure to approaches to communicating information within an organization, as well as some forms of communicating with clients
- Participated in a group project through which I contributed to the analysis of the communicative structures that exist within East Stroudsburg University of Pennsylvania

Public Speaking Fall 2015

- Focus on developing communicative ability in a variety of settings

Professional Experience

Company X | East Stroudsburg, PA August 2015 – Present
Sales Associate

- Provide high-level customer service through proactively engaging customers as they entered the store
- Handle cash and credit transaction in excess of \$3,000 a shift
- Manage the scheduling for staff of four sales associates
- Assist with the promotion of the location and various sales through social media advertising

Additional Experience

Somewhere Community Pool | Somewhere, PA

Seasonal 2012-2015

Life Guard

- Demonstrated ability to work as a member of a team in a high-stress environment
- Built customer service skills through time spent at cash register
- Trained three junior staff members each season of employment

Leadership and Involvement

Public Relations Society of America (PRSSA) – East Stroudsburg Chapter

August 2015-Present

Student Member

- Attend weekly meetings to network with fellow students and speak with industry professionals
- Travel to attend PRSSA National Conference

Volunteer Club | Somewhere, PA

August 2013-June 2015

Member, Vice President

- Planned and ran multifaceted advertising and sales campaign that resulted in the raising of \$1,000 for a local charity

Skills

- Strong communication skills with a background in customer interaction
- Able to multi-task in a fast paced environment
- Honest, trustworthy, punctual
- Quickly learns and applies new information
- Mastery of Microsoft Office
- Experienced in social media advertising techniques