

TORIELLE ROBERSON

OBJECTIVE

I am a recent graduate of Clayton State University. I am an aspiring writer with the skills for writing for a variety of platforms, businesses, and media sources. My goal is to secure a job that will allow me to utilize my skills and grow within my profession. I have the capacity to work collaboratively with team members to meet and exceed project goals. I am also proficient in developing original content based on the needs of the client and committed to writing with integrity and dedication to the craft.

SKILLS

- Writing and editing for style
- Proofreading, grammar checking, and research and fact-checking
- Target readership analysis creating proper tonality and level.
- Windows Platforms, MS Office (Word, PowerPoint, Excel) Adobe PDF
- Exceptional organizational skills
- Ability to perform well with project requirements.
- Creative in research and stimulating content.

WORK HISTORY

RECEPTIONIST, CALAVAN KIA WEST DEALERSHIP, LITHIA SPRINGS, GA

April 2021- Present

- Serve as the initial contact for clients and vendors.
- Managing and creating documents and records. Data entry of customer information, appointments, and meetings.
- Managing employee scheduling, office supply inventory, and multiline phone system.
- Following opening and closing procedures as outlined by office guidelines.
- Prepare and proofread time-sensitive documents and correspondence.

EDUCATION

English Bachelor's Degree in Arts
Clayton State University, Morrow, GA, 2018-2022
GPA: 3.2

Relevant Courses:

- Digital and Multimedia Writing
 - Professional and Technical Writing
 - Writing Culture and Power
 - Professional Editing
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