

NAME, EMAIL, PHONE #

PROFILE

An adaptable learner and thinker with a keen eye for growth and creativity. Working in several positions that branch on leadership and teamwork, while also able to work through task individually. Demonstrates meticulous attention to detail, ensuring accuracy and high-quality outcomes in all task. Proven ability to tackle complex problems with innovative and effective solutions.

KEY COMPETENCIES

Web Design Proficiency	Report writing and presenting	Strong interpersonal skills
Social Media Design	Critical thinking skills	Proactive and self-motivated
On-camera efficiency	Excellent communication skills	Exceptional organisational skills

WORK EXPERIENCE

Receiving Associate **Mar 2024 - Present**
Georgia Southern University Bookstore

Manage inventory and restock shelves efficiently. Coordinated orders and facilitate returns, resolving issues promptly to maintain customer satisfaction. Handle book ordering and processing, ensuring accurate records to support seamless store operations. Maintained a well-organized back room and store areas.

SOAR Orientation Coordinator **Oct 2022 - Feb 2024**
Georgia Southern Office of Admissions

Student representative and coordinator for SOAR orientation team throughout the year. Engaged with students and supporters at in person sessions. Plan events for soar team and conduct training for incoming SOAR leaders. Budgeted and executed trips. Ran social media page to welcome new students to the university.

Social Media Manager **Aug 2023 - Jan 2024**
Mother Nature's Dirt

Conducted and executed post for environmental newsletter. Create different ideas and covers for social media platforms (e.g., Instagram, Tiktok, Twitter and Facebook). Engaged with social media audiences and give weekly updates on new stories from reporters.

EDUCATION BACKGROUND

Bachelor of Science
Multimedia Journalism
Georgia Southern University, 2020 - 2024

High School Diploma
Stage Management and Dance
DeKalb School of the Arts, 2015 - 2020

VOLUNTEER EXPERIENCE

University Programming Board
Georgia Southern University

- Execute Inclusive on Campus events
- Conduct weekly office hours
- Engage with students and faculty

Southern Ambassador
Georgia Southern University

- Promote university as an Ambassador
- Engage with students and supporters
- Stay involved with students prior to acceptance