

Student Candidate

StudentCandidate @myathens.edu

56 Maple Road
Oxford, CT 06111

(256)831-6565
(L inked in URL)

OBJECTIVE To obtain a Cooperative Education position with ESPN using my communication skills and problem solving abilities.

EDUCATION **Bachelor of Science in Communications, Advertising & Promotions**
Anywhere University, Huntsville, Alabama
Honors: Dean's List - Fall 2009, Spring 2010, Spring 2011 **GPA: 3.1**

Related Courses: Applied Communication Design, Communication Training and Development, Persuasion, Business and Professional Communication, Cultural Influences in Communication, Management and Organization, Values and Conflicts in Managerial Decision Making

- Strong communication and customer service skills
- Detail oriented with well developed problem solving abilities
- Ability to work independently and as part of a team
- Fluent Spanish; conversational French
- Proficient time management

COMPUTER SKILLS Proficient on both PC and Macintosh computers. Experience with MS Word, Excel, Access, PowerPoint, as well as Adobe PageMaker, Photoshop and Illustrator. Strong internet research skills.

RELATED EXPERIENCE **Customer Service Representative** (9/09 - 8/11)
Verizon Wireless, Huntsville, Alabama
Analyzed, researched and resolved billing, service and equipment inquiries, claims and adjustments. Resolved escalated customer complaints. Trained new representatives. Assisted with introduction of new products and services to Customer Service Department. Acted as supervisor in his/her absence.

EXPERIENCE **University Student Worker** (9/10 - present)
SCSU Adanti Student Center, Anywhere University, Huntsville, AL
Assist with daily operations. Extensive interaction with University visitors including, students, employers, faculty and staff. Assist with events hosted at the Student Center including, set up, registration, and the processing of payment. Schedule room reservation for specific events.

Waiter (6/09 - present)
Chili's, New Haven, Connecticut

ACTIVITIES **President**, Golden Key National Honor Society
Secretary, Communication Club