

Pretty Savvy

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SUMMARY OF SKILLS

- Exceptional interpersonal skills, with an ability to interact with and engage others
- Confident and articulate. Excellent writing and presentation skills.
- Proficient in Adobe Suite (InDesign, PhotoShop); Intermediate knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, and Access)
- Excellent knowledge of Social Media tools (Twitter, Instagram, and Facebook)

EDUCATION

Kennesaw State University

Kennesaw, GA

Bachelor of Science, Communication

Expected, December 2018

Concentration: Public Relations, Minor: Marketing

3.85 GPA Honors: President's List (two semesters); Dean's List (six semesters)

RELEVANT COURSES/PROJECTS

Communication Research Methods, Fall 2017

- Conducted focus group concerning actual research project being conducted by the Burruss Institute
- Wrote and presented scholarly research paper based on qualitative findings,

Public Relations Writing, Spring 2016

- Created press kit containing fact sheet, article and press release for the Kennesaw Mountain Trail Club

EMPLOYMENT

Customer Service Representative

December 2014 – Present

Macy's Department Store

Kennesaw, GA

- Use Access to create database to track clients and preferences
- Assist customers with choices and purchases
- Provide exceptional service, resulting in repeat business
- Demonstrated persuasive communication skills by meeting and exceeding established sales quotas
- Multi-tasked by working with several clients at the same time

Cashier, Shift Leader

May 2012- December 2014

McDonald's Kennesaw, GA

- Learned how to work in a fast pace environment as cashier for Georgia's 6th busiest store
- Promoted to shift manager due to demonstrated leadership skills and ability to handle difficult situations
- Successfully communicated with a diverse group of people including customers, team members, supervisors, and corporate managers