

Andrew "Avi" Tapp
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(716) 939-1132

Skills and Education

Microsoft Word	HTML & CSS	Communication Graphics
Microsoft Excel	Javascript	Advanced Public Speaking
Microsoft Powerpoint	Adobe Indesign	Oral Communication
Google Applications	Adobe Photoshop	Visual Communication
Windows PC	Public Relations	Group Communication
Macintosh	Writing	Organizational Communication
Linux	Media Writing	Principles of Public Relations and Advertising

Experience

**Koby Environmental
Website Developer**

Buffalo, New York
Jan, 2013 to Mar, 2013

- Planned and coordinated new website
- Wrote code according to client needs
- Uploaded related files using FTP, including troubleshooting

**Jewish Discovery Center
Public Relations Consultant**

Buffalo, New York
Jan, 2008 to Dec, 2010

- Identified and analyzed key publics
- Consulted with Director of Public Relations to develop events
- Maintained company website, various literature

**Hadar Hatorah Rabbinical Seminary
Program Coordinator**

Brooklyn, New York
May, 2007 to Jan, 2008

- Planned events for key publics
- Coordinated event feedback
- Analyzed feedback for future event planning

Education

State University of New York College at Buffalo

Bachelor of Arts & Letters, Concentrations in Public Communication, Spanish and Theater
Graduated May 2012

References

Ken Swan	716-830-6852	3234 Union Rd, 14227
Laizer Labkovski	716-908-7475	757 Hopkins Rd, 14221
Joe Marren	716-878-3794	1300 Elmwood Ave, 14222
Ron Smith	716-878-6329	1300 Elmwood Ave, 14222