

Bethany Proctor

bethanyanneproctor@gmail.com

Education

University of Central Florida (UCF)

Bachelor of Arts in French and Francophone Studies

GPA: 4.0

Orlando, FL

May 2022

Lake Brantley High School

Capstone Diploma

GPA: 4.3

Altamonte Springs, FL

May 2019

Work Experience

Proctor Wellness International

July 2018 – Present

Office Assistant

- Scheduling, technical support, and other duties as assigned on international retreats
- Assisting in website and blog copywriting, copy editing, and design consultation
- Responsible for staff development presentation design and editing, and facilitation of logistics

Marshall's

Sept. 2020 – May 2021

Cashier

- Provides a positive customer experience with fair, friendly, and courteous service
- Registers sales on a cash register by scanning items, itemizing, and totaling customers' purchases
- Resolves customer questions and concerns
- Processing return transactions

Additional Experience

Volunteer, *It's All About The Cats, Inc.*, Orlando, FL

Sept. 2018 – Dec. 2018

- Engaging with potential customers
- Supervising cats and keeping them safe

Office Assistant, *Stetson University Counseling Services*, DeLand, FL

June 2018 – July 2019

- Keeping up with data entry
- Creating a system for organizing and upkeep food pantry
- Organizational and administrative support for staff

Skills

Technical: Microsoft Word, Microsoft PowerPoint

Language: Intermediate knowledge of written and conversational French

Honors and Awards

Gold Medal, National French Exam

French National Honor Society