**Bethany Proctor**

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**Education**

**University of Central Florida (UCF)** Orlando, FL

Bachelor of Arts in French and Francophone Studies May 2022

GPA: 4.0

**Lake Brantley High School** Altamonte Springs, FL

Capstone Diploma May 2019

GPA: 4.3

**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 upkeeping 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