

Nanette Ambrose

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EDUCATION AND TRAINING

University of Saint Francis, Fort Wayne, IN

Expected May 2019

Bachelor of Arts in Communication Concentration: Public Relations

Eleven Fifty Academy, Industry Gold Badge in Computer Coding

June 2017

SKILLS

- Strong written communication
- Proficiency in the Adobe Design Suit
- Skilled in both interpersonal and group communication
- Good time management and attention to detail

EXPERIENCE

University of Saint Francis, Fort Wayne, IN

Oct 2017 – Present

Social Media Ambassador

- Develop a presence on social media using Instagram, Twitter, Snapchat.
- Write emails and maintain relationships with USF organizations
- Create and maintain event calendar for social media content.
- Attend USF events, produce high quality photos to be used in social media posts.

McDonalds, Fort Wayne, IN

May 2016 – Oct 2017

Crew Member

- Prepared daily food items, focusing on speed, efficiency, and effectiveness.
- Washed dishes to industry health standards.
- Cleaned and organized to improve customer's dining experience and created an efficient working environment.

University of Saint Francis, Fort Wayne, IN

November 2016 – May 2017

Work Study Student – Call Center

- Contacted individuals by telephone and asked them survey questions while respecting their time by conducting the call quickly and professionally.
- Developed a connection and built a positive rapport with individuals as I administered a scripted survey to obtain specific information.
- Entered data into a computer database with accuracy.

Edwin Clark Schouweiler Memorial Planetarium, Fort Wayne, IN

Jan 2016 – Jun 2016

Planetarium Educator

- Interacted with visitors and provided information about upcoming events.
- Politely engaged visitors before and after shows and encouraged them to return to future events.
- Greeted visitors and provided assistance, answered questions, calmly addressed complaints and resolved issues.

AVI Dining Services, Fort Wayne, IN

Sep 2014 – Mar 2016

Sandwich Artist and Cashier – Subway Restaurant

- Prepared food quickly and efficiently while focusing on order accuracy.
- Learned the faces and names of regular customers to enhance their experience and increase repeat business.
- Used communication skills to take customer orders, comments, and complaints, and quickly and calmly addressed customer needs.
- Accurately processed customer payments.