

# Nanette Ambrose

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## Education

*Bachelor of Arts, Communication – Public Relations Concentration*

Expected May 2019

University of Saint Francis

Fort Wayne, IN

- 3.23 GPA
- Awarded University of Saint Francis Board of Trustees Scholarship
- Completed/in-progress courses include:
  - Fundamentals of Public Communication
  - Principles of Marketing
  - Topics of Debate and Discussion
  - Fundamentals of Digital Design
  - Advanced Presentational Speaking
  - Principles of Management

*High School Diploma*

June 2015

Ambrose Family Homeschool

Fort Wayne, IN

- 3.78 GPA
- Completed 17 college credits while in high school

## Experience:

### Caller

2016-Present

University of Saint Francis

Fort Wayne, IN

- Ask questions in accordance with instructions to obtain various specified information, such as person's name, address, age, religious preference, or state of residency.
- Contact individuals to be interviewed at home, place of business, or field location, by telephone.
- Compile, record, and code results or data from interview or survey, using computer or specified form.

### Crew Member

May 2016 – Present

McDonalds

Fort Wayne, IN

- Prepare daily food items, such as sandwiches, salads, soups, and coffee, using proper safety precautions and sanitary measures
- Clean and organize eating, service, and kitchen areas
- Wash dishes, glassware, and silverware after meals

### Planetarium Educator

January 2016 – June 2016

Edwin Clark Schouweiler Memorial Planetarium

Fort Wayne, IN

- Conferred with customers in person to provide information about upcoming events
- Assisted customers by providing information and resolving their complaints
- Greeted customers entering the planetarium

### Sandwich Artist and Cashier

September 2014 – March 2016

AVI Dining Services

Fort Wayne, IN

- Served customers at an on-campus Subway Restaurant
- Accepted payment from customers, and made change as necessary
- Cleaned and organized eating, service, and kitchen areas
- Communicated with customers regarding orders, comments, and complaints

### Cashier (Seasonal Position)

May 2015 – August 2015

Dollar General

Fort Wayne, IN

- Received payment by cash, check, credit cards, vouchers, or automatic debits
- Assisted customers by providing information and resolving their complaints
- Maintained clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans