

Stephanie Enoch

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EDUCATION

Bachelor of Arts in Communication Studies, *Minor in Italian Studies*

Saint Joseph's University, Philadelphia, PA

Expected Graduation: May 2016

GPA: 3.61

INVOLVEMENT

- Gamma Kappa Alpha Italian Honors Society, Member
 - National Society for Collegiate Scholars, Member
 - Big Brothers Big Sisters Philadelphia, Mentor
 - Florence University of the Arts (FUA), Student Abroad
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SKILLS

Adobe (Experienced in Photoshop, Basics of InDesign and Illustrator)

Web Design (Experienced in WordPress, Basics of HTML and JavaScript)

Social Networks (GoogleAnalytics, Hootsuite, Facebook, Twitter, LinkedIn etc.)

Writing, Film Editing, Graphic Design, Photography

EXPERIENCE

Saint Joseph's University Purchasing Office - August 2012- Current

Work Study: *Data Entry* • *Secretarial Responsibilities* • *Business Communication*

- Managed responsibilities at the front desk such as answering phone calls and welcoming/directing visitors.
- Entered and recorded purchasing orders, faxed and mailed necessary information to clients and vendors within, and outside of, the university.

Camden Riversharks - June 2015- August 2015

Intern: *Video Production* • *Promotional Marketing* • *Social Media Content*

- Used professional cameras to stream and record events during games.
- Utilized post-production software to edit clips and create promotional videos to be incorporated as social media content.

TechStarters - March 2015- May 2015

Intern: *Graphic Design* • *Social Media Management* • *Copywriting*

- Curated content for blog posts including writing body text, researched relevant articles, and designed blog headers.
- Incorporated SEO practices and WordPress Analytics to log activity trends and construct monthly media reports.

GoPaperboy - May 2014- August 2014

Intern: *Social Media* • *Market Research* • *Photo Editing and Flyer Creation*

- Created a social media presence for a new company including creating and designing accounts, writing content, and scheduling content.
- Conducted market research and constructed a social media audit analyzing competitor's methods. In 3 months increased Facebook likes from 0 to 468.

Mount Laurel Wine and Spirits - June 2012- January 2016

Retail: *Customer Service* • *Inventory Management* • *Advertisement Design*

- Communicated effectively with customers both in person and over the phone, inputted inventory in computer systems, and assisted in large orders.
- Designed coupons and flyers for promotions.