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CHARLIESWIFT

## OBJECTIVE

A highly motivated self-starter with excellent computer skills, strong written and verbal communication abilities, and outstanding critical thinking.

## SKILLS

- Adaptability
- Solution Oriented Thinking
- Effective Teamwork and Communication
- Time Management
- Excellent Customer Service
- Positive and Professional Attitude

Computer: Microsoft Office, Adobe Photoshop, Adobe InDesign

## EDUCATION

**Ohio University, University College**

*Bachelor of Specialized Studies*

**Major:** Visual Media and Sociology

**Minor:** Social Media Certificate

## RELEVANT EXPERIENCE

**TCG Real Estate** | Cleveland, Ohio

05/2018 - Present

*Freelance Social Media Manager*

- Monitor social media accounts across relevant platforms
- Create graphics and manage content
- Establish a consistent online brand and posting schedule

*Personal Assistant*

05/2016 - 08/2016

- Devised and maintained an efficient office filing system
- Managed personal and business billing and email accounts
- Scanned and copied contracts, invoices, and other documents

**Walmart** | Athens, Ohio

02/2018 - 05/2018

*Cashier*

- Greeted every customer with a friendly attitude and inquire about their store experience
- Effectively scanned items and processed payments to keep customers flowing through check-out aisles
- Filed returned inventory to prospective storage bins or restocked them directly to shelves

**Johnny Rockets** | Sandusky, Ohio

05/2015 - 08/2015

*Host*

- Warmly and promptly welcomed guests upon arrival
- Monitored dining room and guest flow to maximize table usage and minimize guest wait time
- Made special accommodations for guests and relayed information to servers to ensure target guest experience