

Education

B.A. English with Concentration in Creative Writing, Temple University,
Anticipated May 2020.

Competencies

Experience in
professional and digital
communications

Interpersonal
communication and
writing skills; Attention
to detail

Experience in Word, Excel,
Canva, and Adobe

Work Experience

Social Media Assistant, Free Library of Philadelphia, September 2018–
Present

- Wrote newsletters and emails on behalf of administration, and created website for friends members.
- Assisted in preparation for Full Funding Campaign, contributed to library's social media platforms, and increased engagement.
- Gained communication experience via interviews and outreach.
- Used Canva for social media posts and newsletters.

Receptionist, Premier Physical Therapy, June 2014– January 2018

- Provided customer service for patients and insurance companies on both telephone and email.
- Responded and resolved to issues regarding scheduling, payments, and billing to ensure a quality experience.
- Organized company documents and typed daily reports.

References

Boss, Kimberly Stott, Premier Physical Therapy, (610) 731-5674

Professor, Carissa Harris, Temple University, carissa.harris@temple.edu, (215) 204-7561