

Store Manager Store Manager Spring Hill, FL My goal is to obtain a position with an organization that can utilize my communication, critical thinking, teamwork and project management skills that I have obtained through my education, extracurricular activities and prior work experiences. Work Experience Store Manager Slayton Wireless - Ocala, FL October 2017 to Present Responsible for sales, employee scheduling, location & facilities management. Served as right-hand to District Manager; wrote copy material for intra-company groups, social media platforms, and internal memos. Administrative Assistant Metro Fences LLC - Hudson, FL April 2015 to October 2017 Responsibilities Responsible for incoming calls and managing customer schedule. First point of contact for customers and liaison between customers and management. Reception / IT Support / Project Manager Contractors Institute - Hudson, FL March 2016 to September 2017 High School Drama Teacher Westside High School - Jacksonville, FL October 2014 to January 2015 Document Scanning Agent Enhanced Recovery Company LLC - Jacksonville, FL March 2014 to October 2014 Responsible for incoming and outgoing correspondence. ? Responsible for quality control and made sure tasks were carried out in accordance to federal regulations Crew Member Wendy's of Florida - Jacksonville, FL May 2013 to February 2014 Dealt with many customers on a daily basis. ? Responsible for quality control and customer relations. Technician Jacksonville University - Jacksonville, FL August 2010 to April 2013 Maintained cinematographic equipment. ? Assisted students with video projects. ? Acted as a liaison between students and the department head. Peer Mentor Jacksonville University - Jacksonville, FL August 2011 to December 2011 Taught a class of Freshman students. ? Created, gave, and graded assignments using Blackboard. Stage Hand Jacksonville University - Jacksonville, FL January 2010 to April 2010 Jacksonville, FL ? Constructed various sets for various performances. ? Completed various tasks with a crew of workers. ? Stage Management experience. Education MFA in English: Creative Writing University of Tampa - Tampa, FL January 2016 to January 2018 Bachelor of Arts Jacksonville University - Jacksonville, FL April 2013 Skills Retail Management, Key Holder, Merchandising, Customer Service, Sales, Scheduling, Team Building Certifications/Licenses Driver's License Additional Information Skills: Proficient in Microsoft Office (Word, Excel and PowerPoint), Final Cut Pro, and

Adobe Premiere. Experience in Maya, After Effects, Audacity and Soundtrack Pro. Strong communication skills.

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