

5538 Story Court  
Indianapolis, IN 46221

# CLARE DANNER

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(317) 504-1506

## EDUCATION

Anticipated **Honors Diploma**, Bachelor of Arts, dual major in **Communication** and **English**

- Specialization in Public Relations
- Minor in Marketing

*Trine University*: Angola, IN – May 2019

Cumulative GPA: **3.9/4.0**

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## SUMMARY

- Three years of experience in sales, customer service, and print/digital media creation
  - Exceptional writing skills, proven by the reception of a perfect score (5/5) on the AP English exam in 2015
  - Highly organized, team-oriented, and attentive to detail as evidenced by the bestowment of the copy editor position by the supervisor of the HAC Media Team (Trine University) in 2017
  - Knowledge of Microsoft: Word, PowerPoint, Excel, Publisher, Outlook
  - Vast familiarity with social media platforms: Facebook, Twitter, Instagram, Snapchat, LinkedIn, Hootsuite, Trello
  - A work ethic and positive attitude that has been recognized by both employers and customers
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## RELATED EXPERIENCE

**Trine University Marketing and Communication Office Intern**

8–12/2015

*Angola, IN*

- Learned Associated Press writing style
- Developed press releases promoting campus events
- Wrote articles for school website
- Attended and reported on special events (eg. dedication of Reiners Residence Hall)
- Interviewed professors and students during special events (eg. HAC hallway decorating)
- Photographed during special events (eg. International Week Celebration)

**JCPenney Portrait Studio Team Member**

3/2015–3/2016

*Plainfield, IN*

- Professionally photographed a wide range of individuals and groups, from newborns to families
- Sold CDs, media bundles, and photograph collections to customers
- Formed personal relationships with frequent customers

**Kohl's Customer Service Associate**

11/2015–Present

*Angola, IN/Plainfield, IN*

- Addressed customer complaints/concerns
- Processed applications for Kohl's credit cards
- Ticketed and clearanced merchandise for purchase
- Operated register, completing sales, returns, exchanges, and post-sale adjustments

**Budget Inks Customer Retention Specialist**

8/2016–5/2017

*Angola, IN*

- Sold ink to clients
- Packaged and shipped ink to clients
- Spoke with clients on the phone about their level of satisfaction with products

**Trine University Humanities and Communication (HAC) Media Team Intern/Copy Editor**

9/2016–Present

*Angola, IN*

- Wrote articles for Humanities and Communication department website (trinehac.com) in AP format
- Interviewed students and faculty for articles
- Photographed during department events
- Managed social media accounts (Twitter, Instagram)
- Copy edited all articles before publication, assisting in the development

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**HONORS & ACTIVITIES**

- Trine University Women's Soccer Team 8/2015–Present
  - Member
- Phi Eta Sigma (Freshman Honor Society) 3/2016
  - Invitee
- National Society for Leadership and Success 6/2016–Present
  - Vice President
- Theta Phi Alpha Sorority 1/2017–Present
  - Sister

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**REFERENCES**

- **Amy Nicholls** – Dean of the Jannen School of Arts and Sciences  
*Trine University (Angola, IN)*
  - (260) 665-4657
  - nicholls@trine.edu
- **Justin Young** – Professor of Humanities and Communication  
*Trine University (Angola, IN)*
  - (260) 665-4290
  - youngj@trine.edu
- **Andrea Jones** – Customer Service Supervisor  
*Kohl's (Plainfield, IN)*
  - (812) 797-0999