**Tiffany Howard**

500 Central Park Drive apt 1113, Oklahoma City, Ok 73105

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| **Career Focus** |  | Recent graduate with excellent research, time management and problem solving skills. Ability to function at a high level in a wide variety of settings. |

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| **Qualification** |  | |  |  |  | | --- | --- | --- | | Detail oriented | Press Releases | ­Willingness to learn | | ­Newsletters | Excellent verbal/written skills | ROI | | ­Excellent research skills  Microsoft Word, Excel, PowerPoint | ­Communication skills  Administrative work | Blogging/ Social Media  Team Player | |

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| **Career Experience**  **Education**  **Activities** |  | **Bank of Oklahoma** Oklahoma City, Ok 07/08/2013-present  Relationship Banker   * Open Accounts and uncover financial needs * Making monthly sales goals * Sourcing new clients along with adding on to current clients   **Ann Taylor The Loft Outlet** Oklahoma City, Ok 10/29/2012-07/02013  Full Time Sales Lead   * Worked on Shipment and Visuals for the store * Worked with clients giving them the best look * Grand opened the store in the Outlets   **Francesca’s Collection** Oklahoma City, Ok 7/18/2012-11/10/2012  Assistant Boutique Manager   * Monthly Conference Calls. * Motivational board. * Store operational. * Able to use fashion trends and stay on target with appearances.   **Bath and Body Works**  Oklahoma City, OK 05/2008-07/17/2012  Sales Associate/ Temporary manager   * Temporary Sales Lead for Holidays. (1 of 4 who received this position) * Processing shipment in a timely fashion. * Changing the store appearance for new product’s launch­. * Excellent Customer Service.   **Box Talent Agency**  Oklahoma City, OK Summer 2011  Public Relation and Marketing Intern   * ­Creating the newsletter for July 2011. * Working on blogs, showcasing bands and doing publicity. * Attending band shows and taking photos of the event.   **Teleflora**  Oklahoma City, OK Spring 2011  Social Media Intern   * ­Learning Parature a form of organizing Twitter and Facebook comments. * Connecting with Customers using Social Media using Customer Service.   **The Magazine**  Assistant Editor Spring 2011   * Creating the theme for magazine. * Working with St. Luke’s Methodist Church for articles. * Wrote two articles for the magazine.   **Oklahoma City University**, May 2012  B.A in Mass Communications (Emphasis in Advertising and Public Relations)   * Junior Varsity Volleyball Team * Gamma Phi Beta (Beta Omicron 2008) * Campus Involvement (Relay for Life, Homecoming, Athletic department) * Being a Co-owner of an Image Consulting firm |