TIMOTHY ST. JACQUES

143 Whitman Avenue (860) 729-0818

West Hartford, CT 06107 timstjacques@gmail.com

# EDUCATION

**Northeastern University, Boston, MA** 2008-2009

* Master of Arts in Communication, Media and Cultural Studies

**University of Sydney, Australia** 2007

* Studied Abroad, continuing media coursework

# Northeastern University, Boston, MA 2004 - 2008

* Bachelor of Arts in Communications, Concentration in Media Studies

**QUALIFICATIONS**

Honed excellent research, writing and public speaking skills throughout college career culminating with the

composition of an extensive graduate thesis with a focus on Media Literacy and Tabloidization.

Exceptional sales and customer service background demonstrate a refined sensitivity to the needs

of others and exhibit a helpful, attentive, and accommodating nature.

Superior foresight with planning and logistics, displaying the ability to anticipate problems and enact

creative solutions.

Outstanding people skills allow for positive professional relationships and productive interactions.

Consistently met goals and performed at a high level in all professional positions held, while

displaying an eagerness to learn and contribute.

Sharpened leadership skills while managing, training, and supervising a team of five laborers,

optimizing productivity, and planning daily tasks.

### RECENT WORK EXPERIENCE

**Nordstrom Café** Farmington, CT

*Server*  2011

**Canoe Restaurant and Tavern** Laconia, NH

*Server, Bartender* 2010

**Polo Ralph Lauren** Boston, MA

*Sales Professional*  2007 – 2009

**Diamond Bay Landscaping** West Hartford, CT

*Landscaper, Foreman* 2007

**ACHIEVEMENTS AND HONORS**

* + 3.607 Undergraduate Grade Point Average
  + Golden Key Honor Society Member
  + National Society of Collegiate Scholars Member
  + International Scholar Laureate Program Nominee
  + Fraternal Order of Police Scholarship Recipient
  + Named to the Dean’s List every collegiate semester
  + Graduated magna cum laude

## **SKILLS**

* + Excellent verbal and written communication skills
  + Practiced in public speaking and various writing techniques
  + Superior organizational skills, including logistics and planning
  + Experience in high pressure environments and leadership roles
  + Proficient in Word, Excel, PowerPoint, Outlook, PGI and Social Media
  + Studied Spanish in High School and College
  + Work well in individual and team situations
  + Strong work ethic, persistent and driven to succeed

**References available upon request.**

To Whom It May Concern:

My name is Tim St. Jacques and I want to make a difference your company. I am a smart, motivated, young talent who is very interested in beginning a career with your company as an Executive Assistant. I am a recent graduate of Northeastern University where I attained a bachelor’s degree in communications and a master’s degree in media, communications, and cultural studies. I feel that my education and experience will help me to excel, not only contributing immediately as an Executive Assistant, but also integrating myself long-term in one of the many facets of the company.

When I moved to Boston in 2004, my love of the media led me to major in communications with a concentration on media studies. Throughout my time at Northeastern I studied all forms of communication in both theoretical and practical ways. I have experience planning and implementing situational communications such as crisis contingencies, informational packages, and press releases, to name a few. During my postgraduate program, I narrowed my focus to issues surrounding tabloidization and media literacy as it relates to news, advertising, and the control of information. My academic background displays a record of high quality work and the commitment to excellence that I bring to all of my endeavors. Combined with my professional experience, my education serves to make me a well-rounded applicant.

I am a great candidate for the position of Executive Assistant because of my exceptional and extensive background in customer service. I have a refined sensitivity to the needs of others and the helpful, attentive, and accommodating nature essential to an Executive Assistant. My strengths align perfectly with the position as I have meticulous organizational skills, I am adept in verbal and written communication, and I am efficient and practiced with planning, scheduling, and logistics. I am easy to talk to and get along with, and I am skilled at building professional relationships, which allows for positive and productive interactions with coworkers and clients alike, and also makes me an asset in team settings and leadership positions. In addition, I am highly self-motivated and I only need to be taught complex tasks or given detailed instructions once. I anticipate and solve problems and I am very proactive, producing work of the highest quality in a timely fashion. I am certain that given the opportunity I will be able to implement my education, ambition, and creativity to make positive and immediate contributions to your company.

I believe I would be a great fit in this position and I would feel honored and privileged to be considered. I believe that my potential to excel in the Executive Assistant position, my desire to continue to learn and grow, and my enthusiasm about my career make me an excellent candidate. I would appreciate the opportunity to meet with you for an interview at your convenience and answer any questions you may have. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Tim St. Jacques

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