

Tereena A Bryan

Note Worthy	March 2013 - April 2014
Sales Associate	Winston Salem, North Carolina
<ul style="list-style-type: none">• Greet customers and ascertain what each customer wants or needs.• Recommend, select, and help locate merchandise based on customer needs and desires.• Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.	
March of Dimes Foundation	August 2013 - December 2013
Intern	Winston Salem, North Carolina
<ul style="list-style-type: none">• Assisted the March of Dimes Staff with recruiting, orienting, training, and monitoring the performance of March of Dimes Volunteers.• Developed and grew prospects for potential revenue streams, event sponsorships, volunteer opportunities, and to increase March of Dimes brand awareness.• Maintained accurate records to evaluate cost-effectiveness, profitability and public awareness for events and/or mission/program activities.	
The Winston Salem Journal	May 2013 - August 2013
Intern	Winston Salem, North Carolina
<ul style="list-style-type: none">• Assisted in the execution of media sponsorship contracts including scheduling and management of sponsorship ad campaigns.• Assisted with the Marketing Department for promotional off-site and special events.• Contributed to the Social Media pages and creative campaigns to drive new viewers and potential subscribers to the Social Media page.	
Salem College Public Relations	August 2011 - May 2012
Work Study Student	Winston Salem, North Carolina
<ul style="list-style-type: none">• Evaluated advertising and promotion programs for compatibility with public relations efforts.• Produced weekly films and other video projects.• Helped manage special events such as sponsorship of races and parties to gain public relations through the media.	
Salem College	Winston Salem, North Carolina
B.A. Communication, Minor: Business Administration	

Tereena A. Bryan
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ACADEMIC BACKGROUND

Bachelor of Arts, Communication, May 2014
Salem College, Winston-Salem, NC
Minor: Business Administration
Study Abroad: Seville, Spain, January 2013

RELATED COURSES

Community Communication, Gender and Communication, Advanced Journalism, Intercultural Communication, Global Marketing, Guerrilla Film Making

SKILLS PROFILE

Communication Skills - Interacts well with all levels of management – communicate by phone, email and in-person. Experience presenting complex information to large groups.
Computer Skills - Proficient with PC and MAC and the full Microsoft Office Suite. Have created software programs for the manipulation of databases, produced many Excel spreadsheets, and have exposure to several online programs such as QuickBooks and Optimal Resume.
Coding Skills - Intermediate proficiency with coding languages such as HTML/CSS, Javascript, jQuery, Python, Ruby, PHP, and APIs
Social Media Skills - Proficient with several social media outlets such as Facebook, Twitter, Pinterest, YouTube, LinkedIn, Instagram, Tumblr, Wildfire, and Flickr.

RELATED EXPERIENCE

Assistant Fundraiser/Event Coordinator Intern, **March of Dimes Foundation**, Winston-Salem, NC, August 2013-December 2013

- Assisting the March of Dimes Staff with recruiting, orienting, training and monitoring the performance of March of Dimes Volunteers
- Develop and grow prospects for potential revenue streams, event sponsorships, volunteer opportunities and to increase March of Dimes visibility and brand awareness
- Maintain accurate records to evaluate cost-effectiveness, profitability and public awareness for events and/or mission/program activities.

Event/Marketing Intern, **Winston-Salem Journal**, Winston-Salem, NC, May 2013 - August 2013

- Assist in the execution of media sponsorship contracts including scheduling and management of sponsorship ad campaigns
- Assist with the Marketing Department for promotional off-site and special events
- Contribute to the Social Media pages and become knowledgeable on creative campaigns to drive new viewers and potential subscribers to the Social Media page

Work Study Student, **Salem College Public Relations Department**, Winston-Salem, NC, 2011-2012

- Evaluate advertising and promotion programs for compatibility with public relations efforts
- Produce weekly films and other video projects
- Help manage special events such as sponsorship of races and parties to gain public relations through the media

ADDITIONAL WORK EXPERIENCE/VOLUNTEER ACTIVITIES

Sales Associate, **Note Worthy**, Winston-Salem, NC, March 2013 - April 2014

- Greet customers and ascertain what each customer wants or needs
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices

Cashier, **Yoforia Frozen Yogurt**, Winston-Salem, NC, April 2011 - August 2013

- Greet customers entering establishment
- Receive payment by cash, check, credit cards, gift vouchers, or automatic debits
- Maintain clean and orderly checkout areas
- Resolve customer complaints

COLLEGE ASSOCIATIONS

- Salem College Student Government Association, Secretary, 2011 - 2012
- Class of 2014 Class Officer, President, 2012 - 2013
- Class of 2014 Class Officer, Treasurer 2013-2014
- Fremdendienerin, a Salem College Admissions Assistant, 2011 - 2014
- Examination Co-Chair, 2013
- Honor Guide, a Salem College Tour Guide, 2012 - 2014
- Orientation Leader, 2011 - 2013
- Salem College Admissions Senior Fellow, 2013-2014