

# Robyn Murray

English Graduate Student

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## PROFESSIONAL PROFILE:

I am a Bachelor of Arts Honors Student from the University of Witwatersrand. I am a passionate, organized and hardworking individual with excellent interpersonal skills. I work very well under pressure and this drives my work ethic. This work ethic thus enables me to thrive in fast-paced environments and a special affinity to working in a team. I am a responsible and diligent worker who can be relied upon to produce timely and high quality work. I have unique interests in PR, copywriting, and Digital Marketing. My career objective is to gain a challenging entry-level position in Social Media and Digital Marketing which utilizes my organizational, creative, and communication skills to enhance my ability in the field.

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## EDUCATION:

### University of Witwatersrand, Johannesburg

#### Honours Bachelor of Arts (English):

Jan 2022 - PRESENT

- OSUN Module: "Antisemitism, Holocaust, Colonialism, Gender: Connecting Conversations"
- Harvard University Module: Masterpieces of World Literature
- Social Change in 19th Century Lit; Theory of Lit; Sci-fi And Theory of Unreal; Renaissance Lit.
- Research Essay: Ecofeminism and Dune.

#### Bachelor of Arts Major in English and Psychology:

2019 - 2021

- Psychology I, II, & III.
- SASL Second Additional Language.
- isiZulu Second Additional Language (First Class Award)
- English I, II, & III.
- Bard University: Country of Imagination.

### St Martins High School, Johannesburg.

#### NSC with Bachelors Pass:

2014 - 2018

- English, Afrikaans First Additional Language, Life Orientation, Maths Literacy
  - Engineering and Graphic Design
  - Business Studies
  - Biology
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## **EMPLOYMENT:**

### **Radco Specialized Folding & Paper Cutting PTY(LTD).**

#### **Tasks and Responsibilities:**

NOV 2018 - FEB 2019

- Excellent organizational skills
- Creation of Work Tickets
- Dispatch Control
- Customer Care and Communication
- Computer literacy

### **Calisto's Gillview:**

#### **Tasks and Responsibilities:**

OCT 2021 - FEB 2022

- Receiving and accounting for cash received
- Cash float management
- Customer liaison
- General reception duties
- Public relations

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## **SKILLS:**

- Excellent Technical skills; specifically in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint;
- Tactical understanding of all primary social media platforms;
- Confident communicator and presenter;
- Excellent communication skills - both verbal and written;
- Excellent organizational and planning skills;
- Great working under pressure and for long hours;
- Self-motivated and reliable;
- High degree of latitude and creativity;
- Excellent copywriting capabilities.