

# Ronell Austin, Jr.

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## EDUCATION

**Michigan State University**, East Lansing, MI

May 2023

**College of Communication Arts & Sciences**

*Bachelor of Science, Advertising Management*

*GPA: 3.69/4.0*

**Martin Luther King Jr., Senior High School**, Detroit, MI

June 2019

*High School Diploma*

*GPA: 4.0/4.0*

## EXPERIENCE

**Journi More Than Code**, Detroit, MI

Jul 2022 – Present

*Coding Apprentice*

- Working on building a portfolio website with HyperText Markup Language and Cascading Style Sheets using GitHub and Gitpod
- Collaborating with other mentees to build a website as a team project and taking initiative to lead the project and ensure our success
- Skilled with virtual technology and able to work from a virtual setting

**Michigan State University Human Resources**, East Lansing, MI

Sep 2021 – May 2022

*Student Human Resources Clerical Assistant*

- Answered policy questions and provided routine clerical support within Akers reception area
- Managed attendance among the East Culinary Services department employees
- Scheduled interviews, orientations, and appointments using Microsoft Bookings with our clients
- Used Microsoft applications such as Bookings, Excel, Teams, Access, Powerpoint daily
- Answered client phone calls in a professional and civil manner and provide follow up support
- Managed sensitive and important documentation regarding social security number, passports, and more
- Managed time efficiently while balancing a 20-hour work week with 14 course credits

**Michigan State University Culinary Services**, East Lansing, MI

Sep 2019 – Mar 2020

*Corporate Kitchen Student Food Cook*

- Met sanitation standards and ensured all services and preparation areas were kept clean
- Prepared entrees, salads, and deserts for over 20 Sparty locations across campus
- Made sure there was enough food supply to equal the demand of over 50,000 students across campus
- Took initiative to make the job run smoother and faster anytime change was needed

## HONORS AND ACTIVITIES

• **National Society of Leadership & Success**, *Inducted Member*

February 2022 - Present

• **MSU Marketing Association**, *Member*

September 2020 – Present

• **Michael & Marian Ilitch Scholarship**, *Recipient*

Oct 2019

• **Multicultural Business Students**, *Member*

Sep 2019 – Present

• **Summer Business Institute**, *Member*

July 2019

• **Spoken Truth from the Youth**, *Author*

Published July 2019