

Amanda Student

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PROFESSIONAL EXPERIENCE

ABC COMMUNICATIONS, *New York, NY*

SUMMER INTERN (June 2018—August 2018)

Partnered with design intern to create and execute two sell sheets, one print ad, and one postcard. Wrote radio script submitted with campaign proposal and assisted in other writing assignments.

Notable accomplishment:

- Awarded Best Campaign of competing teams.

123 COFFEE SHOP, *State College, Pa.*

SHIFT SUPERVISOR/BARISTA (May 2016—Present)

Train new employees, open and close store, handle sales, build positive customer relationships, design promotional fliers for company events, and help maintain store webpage.

XYZ RESTAURANT, *Washington, D.C.*

SERVER/HOSTESS/EXPEDITER/BUSSER (May 2014—August 2015)

Provided prompt service for more than 75 customers per shift.

EDUCATION & CREDENTIALS

STATE UNIVERSITY, *State College, Pa.*

Bachelor of Arts in Advertising; Minor: Spanish; GPA: 3.35, anticipated in May 2019

Notable Accomplishments:

- Dean's List: Fall 2017, Spring 2018
- Awarded Best Advertising Campaign Proposal for Health Committee, State University, Spring 2017

Certifications:

- Professional in Human Resources (PHR)
- Society for Human Resource Management (SHRM)

Information Technology Skills:

- Microsoft Office Suite
- ADP / Workforce Now
- HRMS