

Zianni Transou

An eager graduate student studying L&IS looking for more experience in administrative or journalism work.

(240) 370-0554
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EXPERIENCE

Pittcon Industries, Riverdale, MD — Customer Service Representative

June 2021 - PRESENT

Monitors and tracks customer orders to meet material lead times and delivery demand

Maintains customer orders regarding selection, billing back-up, and order acknowledgments

Answer customer's questions and concerns with a positive attitude

Six Flags, Bowie, MD — Data Entry

January 2021 - May 2022

Process hiring paperwork including: filing, copying, typing, photocopying

Compare data with source documents, or re-enter data in verification format to detect errors.

Maintaining knowledge of company, state, and federal laws to complete paperwork

Assisted in the screening and interviewing of applicants.

Review and process all payroll discrepancies, unemployment claims, and employment verifications.

Coordinate and manage document archives.

Little Smiling Faces, Mitchellville, MD — Administrative Assistant

October 2019 - August 2020

Executes administrative duties such as filing, copying, binding

Maintains stock inventory by checking stock weekly, places orders for supplies

Answers calls, books field trips, manage staff appointments

Greet and assist visitors to the office, reply to email, phone or face to face inquiries

SKILLS

Info Innovation - Design Thinking

Foundations of Data and Information

TV Production

Technical Writing

AWARDS

Dean's List: 2015, 2016, 2017

LANGUAGES

English

VOLUNTEER

Hillwood Museum: Nov 2022 - Present

First Rock Baptist Church:
Nov. 2022 - Present

EDUCATION

Drexel University,
Philadelphia, PA
Masters - Library and
Information Science
(2022 - 2026)

Norfolk State University,
Norfolk, VA
Bachelor's - Mass
Communication
(2015 - 2019)
Graduated Cum Laude

