

EMPLOYMENT

Zillow | Online Content Manager | Summer 2011 & 2012

- Composed blog posts designed to attract potential house buyers
- Updated Twitter and Facebook pages to promote local events and attractions
- Created flyers and newsletters to distribute to community members
- Attended community events to gather blog topics and photographs

Student Research Services | Front Desk Assistant | 2010-2013

- Answered phone and managed front desk
- Performed general office work (e.g. greet visitors, answer routine questions, direct phone calls, file, run errands, assist on special projects as assigned)
- Provided and promoted quality service to students, parents and the public

Marshall's | Sales Associate | Summer 2012

- Recovered and sized merchandise in fast-paced environment
- Operated cash register daily
- Interacted with customers and assisted with inquiries
- Provided excellent customer service in fitting room

Library | Front Desk Assistant | Oct. 2009-Nov.2009

- Assisted students and professors with media requests
- Checked out requested media materials to patrons
- Answered phone calls regarding check-out demands
- Attained organizational and customer service skills

SKILLS

Microsoft Word, PowerPoint, Excel, Publisher, Photoshop, Outlook, Basic HTML, WordPress, Internet Explorer, Google Chrome, Safari, Mozilla Firefox

ACTIVITIES

Journal of Sociology Majors | Editor | 2011-Present

Delta Zeta Sorority | Technology Chair | 2010-Present

Resident Housing Association | Operations Chair | 2010-2011