

Strategic Communication

Address
City, State

Phone
Email

EDUCATION

Bachelor of Arts in Strategic Communication

Flagler College, St. Augustine, FL

Magna Cum Laude

Alpha Chi National Honor Society

May 20xx

20xx-Present

PROFESSIONAL EXPERIENCE

ARTHUR VINING DAVID FOUNDATIONS, Jacksonville, FL

DEVELOPMENT INTERN

20xx-Present

- Determined eligibility of private higher education proposals seeking up to \$250,000 per grant
- Evaluated effectiveness of secondary education grant proposals
- Complied statistics of past grant recipients
- Calculated financial ratios of colleges needed for evaluation of proposals

ST. AUGUSTINE ART ASSOCIATION, St. Augustine, FL

EVENTS INTERN

20xx

- Assisted in coordinating 4 lectures sponsored by Florida Humanities Council, averaging 100 guests a piece
- Developed and executed marketing portfolio for private party rental of gallery
- Utilized organizational skills to create and manage excel database of lecture attendance
- Recognized by management and board of directors for professionalism and work ethic

SUBLIME DAY SPA, Jacksonville, FL

ASSISTANT MANAGER/PERSONAL ASSISTANT

20xx

- Created and executed promotional newsletter sent to over 5,000 clients monthly through Constant Contact, an online marketing program
- Designed and implemented marketing strategies increasing sales by 6% monthly
- Generated sales by making websites to further customer relations
- Utilized excel to organize and manage client base of over 20,000 customers

BANK OF AMERICA, Jacksonville, FL

SALES AND SERVICE SPECIALIST, TELLER

20xx -20xx

- Handled cash transactions of up to \$250,000 daily
- Encouraged customers to purchase additional accounts, averaging 3 new accounts/day
- Improved customer service by communicating bank policies and procedures to clients

SKILLS

Point of Sale, Constant Contact email marketing software, MS Office

VOLUNTEER EXPERIENCE

St. Mark's United Methodist Church Food Drive

Arts Volunteer for Clark Co. Children's Home

Annual Corn Festival

20xx -20xx

20xx

20xx -20xx

