

SUMMARY OF QUALIFICATIONS

Over six years experience in:

- Project and interdepartmental communication
- Management
- Presentation creation
- Client relations

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Power Point
- XHTML coding and CSS style sheets
- Adobe Photoshop

EDUCATION

University of South Florida, Tampa, FL
Bachelor of Arts in Technical Communication and New Media
Graduated Magna Cum Laude

St. Petersburg College, Tarpon Springs, FL
Associate in Arts, December 2010
Graduated Summa Cum Laude

EXPERIENCE

Intern

Strategic Web Design, Clearwater, FL
January 2013 to April 2013

- Wrote SEO articles and blogs
- Researched keyword phrases
- Collaborated with web development team

Plant Manager

Master Recycling, Dade City, FL
October 2006 to October 2008

- Communicated information and tasks to daily production crews
- Managed the distribution of data between departments
- Tracked inventory
- Scheduled receiving and shipping of materials
- Created sales presentations
- Provided customer support
- Interviewed and hired employees

Receiving and Inventory Manager

DVA, Palm Harbor, FL
September 2002 to August 2006

- Maintained positive communication with vendors, carriers, and clients
- Scheduled the receiving of large orders to the warehouse
- Tracked inventory
- Coordinated department projects
- Analyzed labor costs