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Greenbrae, CA 94904

# Objective

# Seeking a challenging and stimulating position as a media analytics where I can utilize my educational background in communications, along with my organizational, and customer service experience to make a positive contribution in a highly detailed oriented work environment.

# Education

# University of California, Santa Barbara June 2015Bachelor of Arts, Communication (GPA: 3.5)

# Related Course Work

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| --- | --- |
| * Quantitative and qualitative marketing analysis
* Building statistical and financial models
* National and international cultural understanding
* Understanding marketing strategies
* Market research and analysis
 | * Financial reports and interpretations
* Product launches and branding methodologies
* Corporate branding and communications
* Tactical thinking
* PR communications and materials
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# Experience

Orangetheory Fitness, Greenbrae, CA December 2015 - February 2016

Sales Associate

* Meet and exceed sales goals of 25 new members for
* Maintain accurate records using established sales system
* Conduct telephone inquiries/follow-up calls/customer care calls
* Respond immediately to member requests, inquiries, and concerns
* Welcome members and guests promptly and enthusiastically to create a positive environment

Paxtis Pizza, Greenbrae, CA July 2015 – December 2015

Server/Bartender

* Delivered exceptional, friendly, and fast service
* Regularly checked on guests to ensure satisfaction with each food course and beverages
* Effectively communicated with kitchen staff regarding customer allergies, dietary needs, and other special requests
* Managed closing duties, including restocking items and reconciliation of the cash drawer

# Skills

* Proficient in Microsoft Excel, PowerPoint and Word
* Capable of performing multiple tasks in a fast-paced changing environment
* Dependable and well-organized
* Energetic and outgoing, eager to interact and help others

**References:**  Excellent references available upon request