

Lilly EXEMPLESDECV
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Profile

- Enthusiastic, resourceful, and trainable recent graduate with academic background in communications and internship experience as Communications' Program teachers' assistant.
- Offer old-fashioned work-ethic and excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout high school and college years.
- Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.
- Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

Education

Bachelor of Arts in Communications, C.W. Post University, Somewhere, NY May, xxxx

Courses included Introduction to Public Relations, Message Criticism, Advanced Public Speaking, Interpersonal Communications, Organizational Communication, and Persuasion.

Internship Experience

- Teachers' Assistant C.W. Post University, Greenvale NY Spring, xxxx
- Assisted professors in planning, teaching, and record-keeping for forty-two students in two Communications classes: Interpersonal Communication and Group Interaction and Discussion.
- Tutored students daily and taught one day per week.
- Wrote study guides and held review sessions. Aided in preparation of professors' lesson plans and prepared lesson plans for own teaching. Served as liaison between students and teachers. Kept teachers' attendance records and grade book.
- Originally suggested internship to one professor and pursued existing opportunity with the other. Received excellent evaluations from each teacher and from students.

Computer and Communication Skills

- Proficient in Microsoft Word and Excel. Work in PC and Mac environments. Accomplished writer, editor, and public speaker. Conversant in Spanish.

Employment

- Delicatessen Clerk Pathmark Supermarket
Bayside, NY
1999 to xxxx
- Theater Attendant Multiplex Theater
Flushing, NY
1998 to 1999
- Dietary Aide to the Elderly St. Mary's Nursing Home
Bayside, NY
1995 to 1997
- Sales Associate and Cashier Rainbow Shop
Flushing, NY
1994 to 1995

Volunteer Publicity Chair Sept. 2001-May 2003

Church Sorority, Salt Lake City, Utah

Publicized monthly social and educational meetings. Produced all fliers, posters, newspaper ads, annual brochures for campus-wide distribution. Created theme for each year's activities and appropriate tag lines for each event. Annual attendance increased 2% over each previous year.

SKILLS

- Adobe Photoshop, QuarkXPress, HTML, Excel, PowerPoint, Word
- Digital, 35 mm, video photography
- Good knowledge of spoken and written Spanish

ADDITIONAL EXPERIENCE

Team Coach Jan. 2001-present

Discover Card, West Valley City, Utah

- Supervise 8 customer service representatives who sell credit cards. Monitor calls, give regular one-to-one feedback, establish individual and team goals. Create motivational competitions.
- Promoted 3 times in 2 years. In current position since May 2003.
- Coached team 4 times to monthly "Top Team" award (of 7 teams) in May-Sept. 2003 period.
- Created tracking system to repair incorrect balance transfers that was implemented company-wide.