

Charlie Chronology

66 George Street | Charleston SC | 29424

843-888-8888 | chronologyc@g.cofc.edu | [linkedin.com/in/chuckcrono](https://www.linkedin.com/in/chuckcrono)

SUMMARY

Recent graduate with experience in planning and organizing, marketing, and executing events, seeking entry level sales position. Desire to use leadership skills and entrepreneurial nature to contribute to bottom line and grow customer base.

ACCOMPLISHMENTS

- * Increased membership of Enactus by 50% through engagement and networking.
- * Presented capstone paper, *Assertion and Aggression: How do we Persuade?*, at the request of marketing faculty, to annual conference of 300 student and employers.

EDUCATION

BACHELOR OF SCIENCE, MAY 2016

Major: **Business Administration** with concentration in **Marketing**

Related Coursework: Entrepreneurship, Marketing to the Masses, GPA: 3.2

WORK EXPERIENCE

EVENTS COORDINATOR, SPOLETO FESTIVAL OF THE ARTS, CHARLESTON, SC – SUMMERS 2015, 2016

- Coordinated walking, bike, and food tours as well as food experiences with third party tour leaders.
- Served as festival presence at events and ensured the events commenced successfully.
- Managed reservations and waitlists for ticketed and free events with limited space.
- Followed up with tour leaders and attendees and submitted SWAT reports for future events.

PUBLIC RELATIONS & MARKETING INTERN, ARAMARK, CHARLESTON, SC – SUMMER 2014

- Marketed, tabled and presented meal plans to 3000 new students and parents at 10 summer orientations.
- Assisted with planning and executed special dining events on campus.
- Designed campus flyers, newsletters, slideshows and other marketing using Microsoft Publisher, Adobe Illustrator, and Constant Contact.

ADMINISTRATIVE ASSISTANT, QUAIN T INN, MERRICK, NY – SUMMERS 2012-2013

- Converted the office from traditional filing system to an electronic catalogue in Excel.
- Created organization systems for product samples, design literature and purchased office supplies.
- Maintained the overall appearance of the showroom.
- Interacted with all customers and team of staff in completing projects and resolving problems.

CLUBS AND LEADERSHIP

DIRECTOR OF EVENTS AND ALUMNI AFFAIRS, ENACTUS, 2013-PRESENT

- Leading entrepreneurial organization on campus working with local businesses and charities.
- Invite monthly guest speakers from alumni and community and contribute to monthly news.
- Attend local and regional meetings and provide updates on College of Charleston happenings.
- Work with team to solicit members, manage nominations and selection of officers, and raise funds.

MEMBER, COUGAR ACTIVITIES BOARD (CAB), 2012-2014

- Contributed to programming of student events on and off campus.
- Marketed events to students through campus networking, flyers, and social media.

Sara Skillmore

66 George Street, Charleston, SC
 843-888-8888 skillmores@g.cofc.edu
[linkedin.com/in/saraskillmore](https://www.linkedin.com/in/saraskillmore)

Summary

Over three years of combined experience in teaching and language communication working with native and non-native English speakers. Demonstrated leadership in planning events and cross training new and existing co-workers, as well as managing a successful organization. Knowledge and experience in Microsoft Office, social media, data analysis and project management. Advanced problem solving in teams and customer service. Seeking Teaching as Second Language teaching position abroad.

Education

Bachelor of Science in International Business, Minor in Japanese | GPA: 3.2

College of Charleston, Charleston, SC | Expected May 2017

Activities: President, Japanese Club and International Club, 2014-2016

Skills

Teaching and Leadership

- Cross-trained, supervised, and evaluated activities of culturally diverse associates (**20-25**)
- Provided group and one-on-one intensive training to new associates, including classroom instruction, through workshops and mentoring and provided feedback to associates
- Managed and coordinated daily shift operations for full service area restaurant, including training and supervising employees (**15-18**)
- Successfully tutored Japanese and English students in English and Japanese respectively

Language, Communication and Computer

- Native fluent in English with **extensive language training** in Japanese including all hiragana, katakana, 300+ kanji, and conversational skills in business and colloquial Japanese
- Translated entire literary work from Japanese to English including *Kitchen* by Yoshimoto Banana
- Proficient and knowledgeable: Microsoft Office (Word, Excel, PowerPoint and Publisher), Windows 7 & 10, Mac OS, Twitter, Instagram, and emerging social media platforms

Project Management

- Established advanced classroom management skills to ensure successful teaching of associates
- Chaired Japanese and International Clubs, growing membership by 50% with Twitter and YouTube
- Managed daily operations and customer service department, ensuring optimum service and satisfaction of an upscale restaurant
- Oversaw and coordinated supplies, storage/rotation, food and drink preparation, production, and quality
- Educated service staff to augment customer service by increasing profits through upselling
- Accountable for development of employees, sales and customer service at Starbucks establishments, with annual sales revenue up to **\$1,500,000**

Work Experience

Starbucks Coffee , Charleston, SC	Certified Lead Barista	Nov. 2014 - Present
McAlister's Deli, Summerville, SC	Waiter	June 2013 - Nov. 2014
First Data, Summerville, SC	Customer Service/Trainer	June 201 - Feb 2014

Jessica Krasny

311 Mimosa Lane, Charleston, SC 29401 ♦ (843) 526-0002 ♦ krasny@g.cofc.edu
[Linkedin.com/in/JessicaK](https://www.linkedin.com/in/JessicaK)

Summary of Qualifications

- ♦ Experience in designing public relations materials: press releases, newsletters, surveys, and brochures
- ♦ Knowledge of cutting edge social media platforms including FaceBook, Twitter and YouTube
- ♦ Comfortable with public speaking; excellent oral and written communication skills
- ♦ Computer literate in Microsoft Office programs, InDesign, Photoshop and Illustrator

Education

College of Charleston, Charleston, SC

Bachelor of Science in Communication, May 2016

Minor: French

Paris University, Paris, France

Study Abroad, Summer 2014

- ♦ **Video Production Course:** Gained experience in camera usage, shot variety, and editing in the production of video projects: *A Traveler's Excursion* and *Secrets of Henry the First*

Relevant Knowledge

Public Relations Campaigns, College of Charleston, Spring 2016

- ♦ Organized a campaign for a local non-profit to increase visibility and donations
- ♦ Created different media to promote annual fundraising drive: brochures, press releases, and news articles

Experience

Anderson Communications, New York, New York

Public Relations Intern, Summer, 2015

- ♦ Categorized and chronicled media mentions of current clients in New York publications
- ♦ Posted public relations updates on social media sites including Facebook, Twitter and YouTube
- ♦ Researched new social media and mobile applications
- ♦ Created and maintained editorial calendars, events calendars, and client database
- ♦ Assembled and distributed press kits including press releases and pitch letters

Piccolo Spoleto Festival, Charleston, SC

Intern, May - June 2013

- ♦ Distributed ticket brochures, program guides and marketing materials for annual arts festival
- ♦ Managed the press room during the festival; scheduled interviews; packaged and distributed press kits
- ♦ Served as the house/event manager for over 28 theatrical, art, and dance productions

Work Abroad Experience

Collège François Premier, Villers-Cotterêts, France

Foreign Language Assistant, May - August 2014

- ♦ Organized, planned, and taught classes in a foreign language program
- ♦ Strengthened French communications skills by living with a native family

Activities

Zeta Tau Alpha Sorority, 2013 - Present

- ♦ Act as Alumni Relations chair, contacting past members and creating newsletters
- ♦ Volunteer at various philanthropic events for the Charleston Animal Society, Breast Cancer Awareness Week, and the Ronald McDonald House