# Red Osprey

Jacksonville, FL | (123) 456-7890 | osprey@gmail.com | linkedin.com/in/osprey

## PROFESSIONAL SUMMARY

Reliable and detail-oriented professional who possesses strong communication and interpersonal skills and ability to manage shifting priorities and timelines. Brings a proactive, business-minded approach to the organization and is always willing to go the extra mile to ensure 100% customer satisfaction. Skilled in:

Complex Problem-Solving ▪ Client Relations ▪ Event Planning ▪ Payment Processing

Prioritization & Organization ▪ Multi-calendar Management ▪ MS Office ▪ Social Media ▪ Technical Writing

Deadline Driven ▪ Confidential Materials Handling ▪ Written & Verbal Communication

## EDUCATION

**Bachelor of Arts in English** | University of North Florida, Jacksonville, FL | May 2020

* Concentration: **Technical Communication**
* Minor: **Event Management**
* Related Coursework: Professional Communications, Introduction to Computer Concepts, Introduction to Electronic Textual Editing

## EXPERIENCE

**Assistant to the Producer** | UCF Celebrates the Arts, Orlando, FL | February 2019 to April 2019

* Assisted with venue scheduling and set-up, cast interaction, and stage management.
* Requested additional work assignments that resulted in greater exposure to the industry.

**Advertising Intern** | Sunrise Airways, Port-au-Prince, Haiti | July 2017 to August 2017

* Co-developed social media posts for Instagram and Facebook.
* Assisted with the translation of social media captions from French to English.
* Maintained formal documentation including schedules, meeting minutes, and other notes.

**Assistant Stage Manager** | Nova Southeastern University, Fort Lauderdale, FL | August 2015 to October 2015

* Organized pre-production stage logistics including microphone distribution, prop location, and cast positioning.
* Provided support to the stage manager and ensured a smooth production process.

**Theater Volunteer** | Exceptional Theater Company, Fort Lauderdale, FL | January 2015 to April 2015

* Assisted with stage management and organization of final show that featured children with special needs.
* Mentored young cast members and assisted them with memorizing lines.

## OTHER EXPERIENCE

**Waitress and Barista** |Coffee Factory and Café, Orlando, FL | February 2018 to May 2019

* Utilized top notch customer service skills to deescalate difficult customer complaints.