

Renee Elliott
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CAREER OBJECTIVE:

To obtain an accelerated internship in human resources involving training programs, assisting in executive decision making, and overseeing all employee relations.

EDUCATION:

Bachelor of The Arts, Communication Studies, August 2010
Kent State University, Kent, Ohio
Major: Organizational Communication
Major GPA: 3.5

SIGNIFICANT COURSEWORK:

Business and Professional Communications, Communication Research, Organizational Communication: Writing, Training and Development, Computer Applications

COMPUTER SKILLS:

Windows Vista, Windows 7, Microsoft Works 2007, Microsoft Word 2007, Microsoft PowerPoint 2007, Microsoft Excel 2007

WORK EXPERIENCE:

Office Coordinator, Value City Furniture, Canton, Ohio (2007-2009)

Duties: Performed filing tasks, customer service, managing appointments, telephone skills, transferring mail, cashier, collections, trained three new employees

Sales Associate, Journey's Shoe Store, Canton, Ohio (2005-2007)

Duties: Reached sales quotas, designed store layout, scheduling, stocking, customer service, cashier, assisted with three audits, collected up to \$4,000 daily

Server, Carrabbas, Canton, Ohio (2009-Present)

Duties: Provided customer service including greeting guests, filing new guest cards, taking orders, organizing large parties, answers calls, taking reservations, menu presentations, trained six new employees

HONORS/ACTIVITIES

Employee of the Month, Carrabbas (2009)

Dean's List, Three semesters (2008, 2009)

Youth Ministry, Church of the Open Door (2001-2005)

Ohio Reads Development Program, Sandy Valley High (2001-2005)

REFERENCES:

Available upon request

REFERENCES

Janice Strawn, Pastor
1578 Ladyne Dr.
Bolivar, OH 44603

Chris Corbi, Principal
588 University Ave.
Massillon, OH 44646

Mary Alice Biclowski, Librarian
266 Dover-Zoar Rd.
Magnolia, OH 44643