

EMMA COLON

Operations Assistant

CONTACT

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su.edu

(234) 564-5266

Columbus, OH, 43210



CAREER OBJECTIVE

Focused Digital Media Communications major currently attending Ohio State University, with 1.5 years of work experience. Aiming to leverage a proven knowledge of customer communications and telephone etiquette skills to successfully fill the Operations Assistant role at your company. Frequently praised as diligent by my peers, I can be relied upon to help your company achieve its goals.

EDUCATION

OHIO STATE UNIVERSITY

Columbus, OH

*B.A. Digital Media
Communications Candidate
(Expected graduation Mar
2023)*

Relevant Coursework

Fundamentals of Engineering
Introduction to Programming
in Java

Awards & Honors

Top 10% of graduating class

Extracurricular Activities

Softball Team
Volunteer at Leetonia High
School
Volunteer at Angels for
Animals

NATIONAL EXPERIENCE

CASHIER/CLERK

Leetonia High School, Leetonia, OH / Nov 2016 - Apr 2018

- Answer customers' questions, and provide information on procedures or policies.
- Sell tickets and other items to customers.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- Assist customers by providing information and resolving their complaints.

REFERENCES

References available upon request

ADDITIONAL SKILLS

Skilled with Microsoft Suites and
Social Media