Tasha Parker

Wichita KS 67208
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Education

Bachelor of Arts in Communication May 20xx
Minor in Journalism GPA 3.7/4.0
Newman University, Wichita KS

Related Coursework

Professional Presentations
Digital Marketing
Persuasion
Social Media for Promotion & Communication

Experience

Office Clerk
Donovan Auto and Truck Center, Wichita KS Aug 20xx – Present

- Greet individuals upon entrance, determine nature of visit, and escort them to various destinations
- Invoice all service tickets in a quick and timely fashion and file paperwork
- Answer customer inquiries via phone call and maintain lounge area of center

Summer Camp Staff
Greater Wichita YMCA, Wichita KS Summer 20xx

- Supervised children ages 6-12 in various activities
- Communicated via phone, text, and email with parents about the participants'' experiences
- Maintained attendance, processed payments, and conducted and ensured safety for all children

Skills

Computer: Microsoft Office; Adobe Illustrator, Photoshop, InDesign
Language: Spanish (intermediate)

Activities & Awards

Events Coordinator, Campus Activities Board (CAB) Spring 20xx
Columnist, The Vantage Fall 20xx – Present
Volunteer, Habitat for Humanity Fall 20xx
Recipient, Creative Achievement Award 20xx