

## **Tasha Parker**

Wichita KS 67208

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### **Education**

#### **Bachelor of Arts in Communication**

Minor in Journalism

Newman University, Wichita KS

May 20xx

GPA 3.7/4.0

### **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)

Columnist, The Vantage

Volunteer, Habitat for Humanity

Recipient, Creative Achievement Award

Spring 20xx

Fall 20xx – Present

Fall 20xx

20xx