

MARGARET ELIZABETH JOINER

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EDUCATION

Loyola Marymount University Bachelor of Arts, International Relations May 2023
Honors College and Dean's List Overall GPA: 3.69

EXPERIENCE

Lichter, Grossman, Nichols, Adler, Feldman, Clark - *Full-Time Intern*; Beverly Hills, CA September 2022- December 2022

- Consolidated and organized legal records, contracts, and other files related to entertainment industry projects
- Assisted staff with daily operational needs, such as the firm newsletter or individual projects

Cornerstone Financial Credit Union – *Summer Teller Intern*; Nashville, TN May 2022 - August 2022

- Processed withdrawals, deposits, loan payments, and credit card payments
- Assisted with the teller line's daily organizational needs
- Sorted advertisements and pamphlets necessary for promotional outreach to existing and potential members

University Housing Department – *Resident Advisor (RA)*; Los Angeles, CA August 2021 - Present

- Serve as a mentor and advisor for younger collegiate peers
- Plan regular events that promote social, educational, and emotional growth within the residential community

American Signature Furniture – *Customer Service Employee*; Nashville, TN January 2021 - July 2021

- Resolved customer conflicts with advanced de-escalation tactics
- Retained thousands in company revenue by keeping customers from cancelling orders resulting from manufacturing delays
- Balanced and calculated the entire store's sales and refunds at closing

Black Admissions Recruitment Team – *Recruitment Assistant*; Los Angeles, CA August 2020 - May 2021

- Encouraged prospective students of color to attend Loyola Marymount University
- Oversaw prospective student meetings on Zoom

Papier Doll Factory – *Social Media Architect*; Atlanta, GA May 2019 - August 2019

- Assisted in the building and promotion of the fashion firm's social media accounts

ACTIVITIES

Phi Delta Phi (Pre-Law Fraternity) - *Active Member* Fall 2022 – Spring 2023

HONORS

- Intown Magazine "20 Under 20" Service Award Spring 2020
- African American Alumni Scholarship Fall 2020 - Spring 2023
- LMU Achievement Award Fall 2020- Spring 2023
- Xavier Scholarship Fall 2020- Spring 2023
- Edgar D. Cahn Scholarship Fall 2021- Spring 2023
- Walter Prockter Endowed Scholarship Fall 2021- Spring 2023
- Honors Program Merit Scholarship Fall 2021- Spring 2023
- Wright Memorial Scholarship Fall 2022- Spring 2023
- Sigma Iota Rho- International Relations Honors Society Spring 2022- Spring 2023

ADDITIONAL INFORMATION

Additional Skills: Word, PowerPoint, Canva, Data Entry, De-escalation, Adaptability, Troubleshooting, and Speed

Languages: Basic Knowledge in French

Work Eligibility: Eligible to work in the U.S. with no restriction