

# BRIANA HEDGEPEETH

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Norristown, PA 19401

## SUMMARY

Highly-professional and talented recent graduate with a passion for writing, editing, and presenting news items for television, radio, and internet. Possessing excellent communication, presentation, organizational, and writing skills along with the ability to think creatively and meet crucial deadlines.

## SKILLS

- Customer Service
- Filming / Editing
- Valid Driver's License
- DOT Certification
- Photography

## EXPERIENCE

### **DELIVERY DRIVER | 11/2019 to Current** **NXN - Conshohocken, PA**

- Deliver packages to customers and businesses
- Navigated routes with relevant map programs and GPS systems.
- Handled merchandise in accordance with product handling standards.
- Obeyed traffic laws and follow established traffic and transportation procedures.
- Loaded trucks and safely secured merchandise to prevent damage during transportation.
- Loaded and unloaded vehicles at distribution center and delivery address.
- Contacted customers prior to delivery to coordinate delivery times.
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.

### **BRIGHTVIEW SENIOR LIVING | 10/2018 to 11/2019** **Housekeeping and Personal Care - Norristown, PA**

- Assist patients with daily personal care tasks such as bathing, dressing and grooming
- Transport patients to and from facility appointments and ensure care plans, diets and exercise plans are adhered to
- Administered prescribed oral medications, under the written direction of primary care physician.

### **COMMUNICATIONS STUDENT | 06/2014 to 05/2018** **Ed Bradley Broadcast Center - Cheyney, PA**

- Created high quality, relevant, timely and accurate campus news content as well as finding effective ways of telling stories
- Assisted professors and peers in conducting a thorough research of locations as well as taking photographs or shooting videos to illustrate effective and clear stories
- Helped write news, features and sports copy for both radio and television

### **CERTIFIED | 06/2013 to 05/2018** **Norristown Community Center, Lifeguard - Norristown, PA**

- Recognized emergencies and responded immediately to safety concerns and hazardous conditions
- Took part in work area cleaning and maintenance and inspected the facility on a daily basis to ensure the safety of swimmers
- Enforced all policies and procedures pertaining to aquatic facilities
- Participated in training for mandatory certifications and assisted others in obtaining required courses.

## EDUCATION AND TRAINING

**Cheyney University - Cheyney, PA**  
**Bachelor of Arts**  
Communications, Recreation, **05/2018**

**Norristown Area High School - Norristown, PA**  
**High School Diploma**  
**06/2014**

## INTERESTS

VOLUNTEER EXPERIENCE , Youth coach for Upward Bound Youth Program 2012 - 2014 Sigma Gamma Rho sorority INC. Member Recorded community events and school events 2012 - 2014 Volunteered at church soup kitchens 2011 - 2013

## CERTIFICATIONS

- DOT Certification