**Robin G. Noel**

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Personal statement: “*An artist with a passion to help others who cannot help themselves.”*

**Highschool Diploma** – Harding Academy of Memphis – Class of 2019

**Accounting Career Awareness Diversity Program** –ChristianBrothers Uiversity – August 2018

**Bachelor of Arts: English** – Christian Brothers University – August 2019-May 2021

**Bachelor of Arts: Communications** – University of Memphis – August 2021-expected May 2023

**Experience**

**Management Staff** – Happening of West TN Diocese – Memphis, TN

Seasonal | 2017-February 2019

* Cultivated effected relationships with campers and other camp counselors by utilizing active listening and dynamic interpersonal skills
* Participated in camp-centered activities with young adult participants, including helping them navigate a deeper connection to their faith and theirselves
* Established open communication with campers and their parents by showing empathy, concern, and open-ended questions
* Organized an estimate of a hundred letters, gifts and personal notes for campers under a limited time window
* Presented and facilitated a motivational speech to staff members and campers

**Administrative Assistant** – Square One Staffing – Memphis, TN

Seasonal | June 2019-February 2021

* Provided ongoing administrative support to staff driving organization success through the management of daily operations and projects
* Composed and proofread emails and reports, providing accurate, concise communication
* Spearheaded training and development program for new employees
* Served as primary point of contact for an average of 50 incoming phone calls per day, addressing inquires and resolving concerns in fast-paced environment
* Accurately verified and processed multiple new client applications, background checks and W-2, I-9 and E-verify forms weekly
* Created and marketed job positions on social media page resulting in 25% increase in new hires

**Work Study Student: Clerical Assistant** – Admissions Office – Christian Brothers University

Seasonal | August 2019-May 2021

* Greeted and proactively assisted visitors in a timely manner
* Guaranteed prompt delivery of incoming mail to appropriate recipients
* Maintained inventory and kept front office clean
* Provided ongoing administrative support to staff, drives organizational success through management of daily operations and special projects

**NICE Intern: Communications and Marketing Intern** – Thistle and Bee Enterprises Internship | June 2021- July 2021

* Selected to participate in NICE (Nonprofit Internship Community Experience) program at CBU, a highly competitive internship program that places 35 students at nonprofits to serve within the Memphis community
* Participated in production with staff at Thistle and Bee and volunteered at Farmers Market to assist in selling products and connecting with people
* Supported and created social media content and strategies to increase webpage traffic (*graphic design work available upon request*)

**Starbucks: Cashier & Barista** – University of Memphis Bookstore-East Baptist Hospital

Part time | September 2021- present day

* Took coffee, food, and other beverage orders and prepared them for customers quickly and effectively
* Maintained a clean and professional appearance and dining area for guest satisfaction
* Delivered excellent customer service and prompt food and beverage delivery.
* Washed dishes and restocked the bar line for continued fast service capabilities

**ECW (Emmanuel Church Woman)** – active member since August 2021

* Spearheaded and redesigned social media marketing strategy for organization
* Maintained activity with social media and increased audience engagement
* Formed and executed multiple fundraising ideas for community to create a more fun and involved environment
* Presented a self written speech for Mothers Day to congregation in which I was paid afterwards

**Activities, Societies & Achievements**

* BSA (Black Student Association) member – CBU- Fall 2020
* VSA (Vietnamese Student Association) member – University of Memphis – Fall 2021
* HerCampus member – since June 2022
* Link.upco member – since June 2022
* KPCA (Korean Pop Culture Association) Event Planner – Fall 2022