4021 Mcginnis Ferry Rd.

Suwanee Ga, 30024

(678) 236-7916

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Jamesha SpringerA long, thin rectangle to divide sections of the document

PROFESSIONAL SUMMARY

Extremely skilled at prioritizing responsibilities in the face of changing deadlines. Professional at being conscientious and self-directed and excels at working quickly and independently. I'm a fast learner with exceptional interpersonal and communication skills, exceptional multitasking ability, excellent problem-solving techniques, and a keen eye for detail. Also willing to learn new skills and take on new challenges while assisting in the assembly, presentation, and execution of catering events.

# SKILLS

* Leadership
* Communication skills
* Fast learner
* Customer service
* Cash Handling
* Hospitality service expertise
* Customer engagement
* Menu memorization
* Verbal and written communication
* Teamwork
* Marketing

# EDUCATION

## Valdosta State University, Criminal Justice

August 2020 - December 2023 Valdosta Ga

## Peachtree Ridge High School

August 2016 - May 2020, Suwanee Ga

# EXPERIENCE

# **Executive Marketing Director, Valdosta Ga -** *Campus Activities Board*

May 2023- December 2023

* Plan student events
* Create theme
* Create posters and content
* Make promo items
* Find creative ways to host/ promo events

# **Georgia Legislative Program, Georgia Capitol -** *Internship*

January 2023- April 2023

* House Media Committee
* Records sessions, meetings and press conferences
* Edited videos
* Set up cameras, checked mics and audio
* Sorted through files
* Operated tricaster and any caster

# **Summer Camp, Valdosta Ga***— Camp Counselor*

May 2022- July 2022

* Planned activities for the children
* Taught children arts and craft
* Made sure that the children were in a safe environment
* Gave instruction of games and activities
* Solved problems
* Was able to communicate with children that had problems
* Listen to children's problems

## Teacher Assistant Intern, Suwanee Ga*— Student Intern*

December 2019 - May 2020

* Sought advice.
* Advised
* Help assist students with classwork
* Read books
* Assist with the lesson plan

# AWARDS

* Dean's List 2020-2023
* Honor roll student
* Individual community service award
* Scholar Athlete award

# INVOLVEMENT

* Valdosta State Cheerleader (2020-2022)
* Black Student League Organization (2021-2022)
* Black student League secretary (2023-2024)
* Legends Modeling Troupe (2020-2021)
* Student Government Association (2022-2023)
* Executive Marketing Director for Campus Activities Board (2023-2024)
* Greater Valdosta United Way Volunteer
* Lamp Volunteer