

Kennedy K. Olive

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EDUCATION

Harry S Truman College, City Colleges of Chicago, Chicago, Illinois
Associate of Arts with a focus in Communication
Phi Theta Kappa Honor Society 2013 -2014, Dean's list 2013-2014

GPA 3.2/4.0
Expected May 2015

Relevant Coursework

- Fundamentals of Speech Communication
- Business Writing
- Introduction to Mass Communication
- Advanced Composition

WORK EXPERIENCE

Intern

XYZ Marketing Co., Chicago, IL

September 2013 - January 2015

- Assisted in the planning of large events such as the Fun Festival and the Cool Carnival
- Updated and maintained Facebook and Twitter social media accounts
- Transcribed notes during team meetings to support work of four account managers
- Presented project results regularly to Executive team and fellow interns

Cashier/Team Member

Target, Chicago, IL

October 2012 - September 2013

- Recognized as Employee of the Month for providing excellent customer service in February 2013
- Interacted with over 200 customers per shift
- Collaborated with team to coordinate accurate store displays
- Handled approximately 30,000 in cash and credit card transactions per day

VOLUNTEER EXPERIENCE

Treasurer

Phi Theta Kappa Honor Society, Harry S Truman College

August 2012 - May 2013

- Responsible for annual club budget of approximately \$10,000
- Planned events such as Recognition Ceremony and Midterm Relaxation Day for average of 50 attendees
- Coordinated meetings for leadership team of 10

Volunteer

PAWS Chicago

April 2012 - April 2013

- Supported marketing of PAWS adoption events by canvassing neighborhoods and updating social media sites
- Took care of animals in need by providing walks and positive attention

SKILLS

- Adept at marketing with social networking sites such as Facebook, Twitter, and LinkedIn
- Polish (fluent)
- Proficient in Microsoft Word, PowerPoint, and Excel