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|  | Morgan Cox  **13501 Meadow Creek Drive**  **Orlando, FL 32821**  270-403-8073  morganjcox@live.com | **Objective**  A dependable, highly motivated individual seeking an entry level position that will allow me to use my related print, online, and broadcast media skills to contribute to the company.  EXPERIENCE Makeline, Gatti’s PizzaCampbellsville, KY — 2012 - 2013Job Responsibilities  * Take and prepare orders * Maintain a clean and organized work area * Enhance the customer’s experience while choosing Gatti’s Pizza * Stock materials * Receive payment for services and count back change to customers  Switchboard Operator, Taylor Regional HospitalCampbellsville, KY — 2013 - 2015Job Responsibilities  * Maintain a cash drawer * Assist patients with paying bills and answer questions about billing * Answer all calls to the hospital and transfer calls to the appropriate department * Overhead page codes, alerts, and doctors or employees needed throughout the hospital * Maintain a clean and organized work area * Record patient payments accurately * Train new employees   **Century 21 Smith Realty Group** Campbellsville, KY — 2015 - Currently employed **Job Responsibilities**   * Greet clients and maintain knowledge of property management * Maintain cleanliness of workspace * List new, pending, and closed properties on company website * Manage C21 newspaper ad * Answer telephone * Complete other duties and tasks assigned by supervisor   **Rue 21** Campbellsville, KY — 2015 - 2016 **Job Responsibilities**   * Greet customers * Maintain cleanliness of workspace * Stock shelves * Assist customers in store with merchandise   **Walt Disney Company, Disney College Program Internship** Orlando, FL — 2016 - Currently employed **Job Responsibilities**   * Greet and interact with guests * Ensure safety, courtesy, show, and efficiency when on the job * Process guest transactions * Maintain cash drawer * Stock shelves and make sure store is “show” ready     EDUCATION Taylor County High SchoolRequired study — 2008 - 2012Campbellsville UniversityPublic Relations with a minor in Business Administration — 2012 - 2016 SKILLS   * Able to provide customer with high quality experience * Prompt and responsible * Computer skills (Microsoft Word, Microsoft Excel) * Graphic design (InDesign, Adobe Photoshop) * Communication skills (English and American Sign Language) * Media promotions * Advertising * Highly motivated, fast learner * Ability to deal with confidential situations * Can work well under pressure * Organized and can maintain a well put together work-space   REFERENCES   * Tracie Perry, Business Office - Taylor Regional Hospital   + Relation: Co-worker (Taylor Regional Hospital)   + 270-465-1037 * Russell Barclay, Visiting Lecturer, University of West Florida, Pensacola, FL   + Professor and Student Advisor   + 502-409-1666 * Hailey Smith, AmericanExpress Travel - Serco   + Relation: Co-worker (Gatti’s Pizza)   + 270-403-5720 |
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