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|  | Morgan Cox**13501 Meadow Creek Drive****Orlando, FL 32821**270-403-8073morganjcox@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.EXPERIENCEMakeline, 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

EDUCATIONTaylor County High SchoolRequired study — 2008 - 2012 Campbellsville UniversityPublic Relations with a minor in Business Administration — 2012 - 2016SKILLS* 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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