

Joe David Smith

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EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Science in Business Administration
Minor: Communication Studies
Accreditation: AACSB International
Major GPA: 3.5

Expected: May XXXX

INTERNSHIP EXPERIENCE

Marketing and Communications Intern
International Collegiate Travelers, Washington, DC

May XXXX–August XXXX

- Assisted the Executive Director in the coordination of meetings, conferences and banquet functions
- Created and distributed of marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of the internship and study abroad programs between both Italian and American High schools
- Proficient in Office Suite, Adobe Creative Suite, and HTML
- Time management, written and interpersonal communication, teamwork, and leadership
- Fluent in German and Italian

WORK EXPERIENCE

Shift Leader
Texas Road House, Morgantown, WV

May XXXX–Present

- Provided exceptional menu knowledge and facilitated customer decisions to increase restaurant sales
- Consistently adhered to quality expectations and standards to exceed the monthly comment card scores
- Effectively communicated with kitchen staff and management on special requests, dietary needs and customer allergies

SKILLS

- Proficient in Office Suite, Adobe Creative Suite, and HTML
- Time management, written and interpersonal communication, teamwork, and leadership
- Fluent in German and Italian

HONORS & LEADERSHIP

- WVU Dean's List
- WV PROMISE Scholarship
- Alpha Kappa Psi: VP Administration & Treasurer

December XXXX–Present

August XXXX–Present

May XXXX–Present