

Joe B. Mountaineer

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EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Science in Communication Studies
GPA: 3.5/4.0

Expected: May XXXX

EXPERIENCE

Gibbie's Pub and Eatery, Morgantown, WV
Team Leader

August XXXX – Present

- Cultivate a teamwork environment to support kitchen operations and provide reliable service
- Hire and train new servers
- Bridge the gap between customers and management in an effective and efficient manner

International Collegiate Travelers, Washington, DC
Marketing and Communications Intern

May XXXX – August XXXX

- Assisted the Executive Director in coronation of various meetings, conferences, and banquet functions
- Created and distributed marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of internship and study abroad programs between both Italian and American High schools

LEADERSHIP

WVU Undergraduate Communication Association
Vice President

September XXXX – Present

- Develop outreach projects and events dedicated to philanthropic endeavors
- Administer monthly meetings using Robert's Rules of Order when president is absent

Lambda Pi Eta (Co-ed Communication Studies Honor Society)
Treasurer

October XXXX – Present

- Budget and allocate funds for different projects and events hosted by the organization

ACHIEVEMENTS

Dean's List
WV PROMISE Scholarship

Fall XXXX and Spring XXXX
Fall XXXX – Present

SKILLS

Computer: Proficient in Adobe Creative Suite, HTML, Java, and full Microsoft Office Suite

Language: Fluent in German and Italian