**Autumn S. High**

| Email: [autumn.high@live.longwood.edu](mailto:autumn.high@live.longwood.edu) | LinkedIn: Autumn High

**STATEMENT OF QUALIFICATION:** With myexcellent communication skills and outstanding customer service I am highly proficient at assisting co-workers and customers while utilizing my best practices. Being detail oriented, and having strong organizational skills, along with the ability to carry out tasks. It is proven that I can work effectively with diverse personalities in a resourceful manner.

**Education**

**Longwood University** Farmville, VA

*Bachelor of Arts in Communication studies* *August 2017 – Present*

Concentration: Digital Media

**Work Experience**

**Chesterfield Auto Parts**  Richmond, VA

* Cashier and Company Spokes Person *December 2017 - Present*
* Assist customers with any question and concerns
* Sold and advertised product for the company
* Created and stared in promotional videos for the company

**Desk Aid** Farmville, VA

* Desk Aid for ARC Quad at Longwood University *August 2018 – Present*
* Assist students concerns and question
* Comfort students and parents during Move-in day
* Conduct staff engagement and activities during staff meetings
* Make sure student abide by RCL Policies

**Leadership Experience**

**F.A.C.E. S** Farmville, VA

* Baggage Handler *September 2017 - Present*
* Assist individual’s food and items to their vehicles.
* Provides a service to people in need

**Open High School** Richmond, VA

* Student Ambassador *August 2015 – August 2017*
* Front desk and Teachers Assistant
* Assist students and parents in touring the school

**Activities**

**N.A.A.C.P:** Longwood University, August 2017 – Present

**Black Student Association:** Longwood University, August 2017 – Present

**WMLU:** Longwood University, September 2017 – Present

**Rotunda** **Studios**: Longwood University, February 2017 – Present

**Skills**

**Computer/Tech:** Hootsuite Certified, Microsoft office suite, Word Press, Tweet Deck

**Language:** Proficientin Spanish