**CHRISTOPHER BELOTE**

 <https://www.linkedin.com/in/chris-belote>

**OBJECTIVE**

To create and maintain the best communication channels for communicating with the public and others in the department.

**EDUCATION**

**Longwood University**

*Bachelor of Arts in Communication Studies* Farmville, VA

Concentration: Public Relations May 2019

GPA: 3.328

Dean’s List 4 semesters

**WORK EXPERIENCE**

**Spa of Colonial Williamsburg** Williamsburg, VA

*Receptionist* June 2017-Present

• Provide an excellent/pleasant check in/check out experience

• Assist in a variety of office administrative tasks such as filing paperwork, answering phones, and responding to e-mails

• Handle finances such as cash, credit, and checks

• Ensure everything at the spa is running efficiently and in a 5-star manner

• Handle customer complaints and make sure issues are handled in a timely manner

**Red Door 104** Farmville, VA

*Public Relations Specialist* September 2017 - August 2018

• Update public about events through a variety of multimedia

• Manage a strong social media presence through website maintenance

• Assist in locally hosted events held at Red Door 104

**LEADERSHIP EXPERIENCE**

**Longwood University Rural Gaming Club** Farmville, VA

*President and Public Relations Specialist*  September 2016 - May 2018

• Maintain interest in organization and lead events held by organization

• Create a variety of advertising content to boost visibility for organization

**SKILLS**

**Certifications:** Hootsuite Media Suite, IRB Certification