**Vivian Gray**

**Education:**

**Longwood University** Farmville, VA

*Bachelor of Arts in Communications May 2020*

Concentration: Digital Media

Minor: Sociology

GPA: 3.0

**Publications:**

**The Rotunda** Farmville, VA

*Opinions writer January 2017*

* Wrote as an opinion’s writer for Longwood Universities newspaper
* Learned how to meet deadlines, edit articles, and use AP style

**Alexandria Gazette Packet** Alexandria, VA

*Intern May 2017- August 2017*

* Wrote features for The Packet as an intern
* Learned how to create interview questions, conduct professional interviews, and participate and voice my ideas in staff meetings

**Work Experience:**

**Hummingbird Bar and Kitchen** Alexandria, VA

*Hostess May 2017- August 2018*

* Communicated with staff, bosses and customers
* Problem solved when in times of stress
* Time management knowing when someone should be sat, which goes along with being aware
* Being organized with reservations, wait lists and my station
* Used an IPad to write emails, create reservations, get in contact with customers and cancel reservations
* Answering phones and making reservations
* Handling customers money for to-go and pick up orders
* Working within a team, learning how to work with a diverse group of people

**Alexandria Gazette Packet** Alexandria, VA

*Intern May 2017-August 2017*

* I wrote, edited and published my own articles as well as other writers
* I conducted my own interviews
* Better my skills in editing and creating questions
* I shared my opinions and ideas in staff meetings
* Learned more about AP style

**Equinox Sports Club** Washington, DC

*Receptionist and Sales Associate May 2014 – September 2014*

* Worked at the club’s spa and shop which helped me better my skills in excel spreadsheet
* Talked to how to talk to customers daily, over the phone or in person. Dealing with compliments or complains
* Sold products ranging from skin care to athletic wear
* Learned how to use a cash register and handled the customers money
* Made phone calls for upcoming appointments or returning a message

**Skills:**

* **Technology:** Knowledge of the Canon GFX 300 and 4K cameras, Prurient in PowerPoint and Excel, editing audio tracks and video’s, Knowledge of the Nexus Software, confident in answering phones, Facebook, Twitter, Instagram
* **Language:** Intermediate Spanish
* **Interpersonal:** Hardworking, determined, focused, team player, communication skills, a multitasker, passionate, confident, and driven
* **Writing:** Confident in AP style of writing, MLA and APA citations, knowledge of the inverted pyramid