|  |  |
| --- | --- |
| Emma CarrollRésumé[**Portfolio**](https://emmabcarroll.weebly.com) | horizontal lineEmma Carroll Education [Spring Hill College](https://www.shc.edu/) / [PR and Advertising](https://www.shc.edu/academics/freshmen-transfer/majors/public-relations-advertising/) 2015 - Current Senior 251.508.6863 emmabcarroll5@gmail.com |
| Skills and Summary | horizontal lineSales experience, customer service oriented,, organization skills, detail-oriented, personable, strong work ethic, excellent communication skills, active listening skills, motivated team player.All of the positions I have held have focused on customer service, whether it was waiting on customers, educating and inspiring camp attendees, maintaining relationships with coworkers and members of management, or engaging in conversation while representing my line of work. The places I have worked have emphasized patience, commitment, and, above all, the understanding that I was hired to serve others in a pleasant and positive environment.  |
| Experience(part-time/summer jobs) | horizontal line[Eastern Shore Chamber of Commerce](http://www.eschamber.com/) / Communications Intern2019, Fairhope, ALHelped with ribbon cuttings and the press release associated. Posted updates on the website, calendar, Twitter, Instagram and Facebook. Assisted with creative content for newsletters, weekly emails, brochures, and the annual magazine. Assisted with preparation for the annual events the chamber hosts. [U.S. Space and Rocket Center](https://www.rocketcenter.com/careers) / Camp Counselor and Resident Assistant2017 - 2018, Huntsville, ALDuring the summers of 2017 and 2018 I taught a group of sixteen trainees each week the importance of space history as well as the future of STEM studies and careers with current and futuristic space exploration missions. **Wintzell’s Oyster House /** Hostess2018, Mobile, ALAssisted with guest inquiries, take-out orders, and restaurant cleanliness. Pleasantly greeted guests and showed them to their seats. Quickly recorded transactions in MICROS system to deliver prompt service. Resolved guest complaints quickly and efficiently. Folded napkins throughout the day to maintain an adequate supply. **Grand Hotel and Spa Marriott Resort /** Pool Server2016, Fairhope, AL Provided friendly and attentive service. Offered enthusiastic and personable service to all customers. Assisted co-workers whenever possible. Relayed orders to bar and kitchen by quickly and accurately recording guess selections in the registers.**Burke Memorial Library /** Help Desk Assistant2015 - 2016, Mobile, ALLogged in library users per hour and checked in and out library material.**Julwin’s Restaurant /** Server 2013 - 2016, Fairhope, ALPlaced orders, ran food and drink orders, manned the cash register. Created memorable connections with regular guests and offered information to tourists about the area. |