



# TARA ZINSER

STUDENT

## CONTACT

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Columbus, OH 43209

## ABOUT

She is an eighteen year old, creative-minded student-athlete with a background in fundraising and event planning, and has served in various leadership roles, seeking to take on a part-time position with your company.

In addition to her studies, she is a member of the Capital University volleyball team, involved in Capital Young Life, the Capital University Honors Program, and is training to become a high school Young Life leader in Columbus, OH.

## EDUCATION

### CAPITAL UNIVERSITY

Currently pursuing a BA in Communication  
2017-Present

### WYNFORD HIGH SCHOOL

Graduated Summa Cum Laude, Four Year Class Secretary,  
National Honor Society Member  
2013-2017

## EXPERIENCE

### CUSTOMER SERVICE SPECIALIST

*Acres of Adventure (previously 'Sycamore Run Farm')*  
2014-2016

- Knowledgeable on the company's services, products, and prices, in order to answer customers' questions.
- Meeting customer needs, answering questions, resolving problems and complaints.

### OFFICE SECRETARY'S AIDE

*Wynford High School | 2015-2017*

- Assisted office secretary, as well as other administrators around the office.
- Answered phone, took messages, made deliveries, assisted in money deposits.
- Created and copied documents. Efficient with both Microsoft Office and Google Docs, and both Windows and Mac operating systems.

## REFERENCES

### AMANDA HUBBARD

*Head Women's Volleyball Coach / Capital University*  
585-307-9679  
ahubbard2@capital.edu

### ROSE HARTSCHUH

*Acres of Adventure (Previous Employer)*  
419-208-5502  
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