

TIM METCALFE

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EDUCATION

ASHLAND UNIVERSITY, ASHLAND, OHIO

BACHELOR OF ARTS

ANTICIPATED GRADUATION DATE: MAY 2019

Major: Public Relations & Strategic Communication, Sport Communication

GPA: 3.44

NORTH CENTRAL STATE COLLEGE, MANSFIELD, OHIO

ASSOCIATE OF ARTS

GRADUATION DATE: JUNE 2016

Major: Communications

EXPERIENCE

TEAM MEMBER, TRACTOR SUPPLY COMPANY

JULY 2012 – PRESENT

- Greet and assist customers with any questions and concerns.
- Educate co-workers about products, policies, and directions.
- Received forklift certification and propane handling certification.

INTERN, DESTINATION MANSFIELD – RICHLAND COUNTY

JANUARY 2016 – MAY 2016

- Wrote press releases, blogs, and newsletter articles about locations and events.
- Created layout for visitor and member e-mail blasts.
- Proofread and edited brochures, newsletters, and website pages.
- Managed brochure distribution in the office and at the Visitor Information Center.

CREW MEMBER, TRAINER, LEADER, MCDONALD'S

DECEMBER 2006 – JULY 2012

- Worked in a team environment to ensure quality products for customers.
- Managed accurate financial numbers by counting drawers.
- Demonstrated strong leadership by training crew members and giving direction.

SKILLS

- Effective Communication
- Accounting
- Writing
- Customer Service
- Group Cooperation