

ROXIE FRICTON

STUDENT

706 – 974- 8043



roxfriction@outlook.com



PROFILE

I am an ambitious and passionate person who has developed a mature approach to any task or situation for which I am responsible. Through my past experiences collaborating within various work environments and teams, I have advanced my critical thinking, communication, and problem-solving skills. I enjoy learning and maintaining a transformative mindset.

EDUCATION

UNIVERSITY OF NORTH GEORGIA
Interdisciplinary Studies
Visual Arts and Social Sciences
2020-Present

DAWSON COUNTY HIGH SCHOOL
2016-2020

SKILLS

Communication
Problem Solving
Interpersonal
Self-management
Customer Service
Willingness to learn
Adaptability
Organized

WORK EXPERIENCE

NANNY

Gainesville, GA | August 2020 – May 2021

Worked as a caregiver to a one-year-old child, ensuring they were in a safe environment while their parents were at work. While doing so, duties such as housework, administering medicine, and noting behavioral issues were completed.

SALES ASSOCIATE

The North Face | Dawsonville, GA | August 2018 – April 2020

Worked as a sales associate promoting and selling products within the store.

COMMUNICATIONS INTERN

Chattahoochee Riverkeeper | Gainesville, GA | August 2019 – April 2020

Worked as an intern to promote water advocacy, created an ambassador program, helped with the Neighborhood Water Watch program testing local water ways, and expanded my overall knowledge of the communications aspects of a nonprofit.

HOSTESS

Kani House | Dawsonville, GA | May 2019 – July 2019

Worked as a hostess greeting guests, provided accurate wait times, and escorted customers to the dining and bar areas.

ADMINISTRATIVE INTERN

Dawson County News | Dawsonville, GA | January 2019 – May 2020

Worked as an intern answering phone inquiries, directed calls, and provided basic company information; oversaw newspaper drafts and mail deliveries. I also performed clerical duties, maintain files, created presentations, organized documents, and became proficient using Microsoft Excel.

REFERENCES



DALE CALDWELL
HEADWATERS DIRECTOR
Chattahoochee Riverkeeper
770 – 530 - 3961



JOHNNY RAMOS
GENERAL MANAGER
The North Face
239 – 410 - 4281



ALLIE DEAN
FORMER SUPERVISOR
Dawson County News
706 – 974 - 8983