

# Shanique Sinclair

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## Objective

To be productively engaged in an internship where my skills can be effectively utilized to enable the organization to accomplish its goals while ensuring my professional growth and development.

## Education

### **UNIVERSITY OF THE OZARKS | BACHELORS OF SCIENCE | 2021**

#### **Expected Graduation Date: May 2025**

- Major: Marketing | Communication Studies
- Minor: Psychology | Philosophy
- Related coursework: Consumer Behavior, Marketing Concepts, Business Communication, Survey of Management

## Experience

### **ASSISTANT SECRETARY | THE CARIBBEAN STUDENT UNION | AUGUST 2022- CURRENT**

- Scheduled meetings and events alongside club members in efforts to increase efficiency.
- Monitor and observe monthly club meetings for both general body and executive board.
- Assisted in planning and setting up events along with making sure events go as planned.
- Responsible for making calls and sending emails to outside sources.

### **CATERING ASSISTANT | ARAMARK | SEPTEMBER 2022- CURRENT**

- Gathered together all food supplies, utensils, decorations, heating elements, and serving trays needed for each catering event
- Handled setup and takedown of all catering furniture and cooking equipment at each event.
- Served food and beverages to guest while remaining conscious of dietary restrictions based on religion or health.

### **TEACHERS' ASSISTANT | ST ELIZABETH TECHNICAL HIGH SCHOOL | 2020-2021**

- Responsible for being a stellar example for students by guiding them to disciplinary excellence.
- Responsible for a class of students during high school freshman orientations and classes.
- Responsible for maintaining order and discipline within and outside of the classroom

## Skills & Abilities

- Work independently as well as function effectively in a team and within a diverse group of people
- Demonstrable skills and talents with respect to social media platforms and related technologies.
- Demonstrate tact, a positive attitude, courtesy, and discretion in dealing with faculty, staff, students, parents, university officials, and the public.
- Proficiency in Microsoft Office Suite and standard methods of digital communication, including web/ text/ chat platforms.
- Possess effective communication skills, excellent writing skills, detail oriented, and creative thinking.