

Alyssa Clark

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Boston, MA 02116

SUMMARY

Skilled professional who operates well in fast-paced environments, experienced at meeting deadlines and challenging objectives.

KEY SKILLS

Event Planning and Execution	Report writing and presenting	Strong interpersonal skills
Copywriting	Research Analysis	Standards Development
Public Safety	Excellent communication skills	Exceptional organizational skills

EXPERIENCE

Technical Support Specialist **September 2024 - Current**

Journalism Production Center - Emerson College

Resolved any issues related to audio and camera equipment as well as hardware components. Performed regular maintenance on servers and other devices often used.

Assistant Party Manager **November 2021 - Current**
Urban Air

Provided customer service to guests revolving around birthday parties, attractions, and services. Conducted safety inspections and monitored visitors to ensure compliance with park rules and regulations. Analyzed current process to identify areas that can improve.

Sales Associate **October 2022 - January 2023**
Old Navy

Greeted customers and provided service for their needs. Processed returns, exchanges, and refunds within a point-of-sale system. Assisted customers in finding specific products, answered questions, and offered advice. Maintained knowledge of current promotions, exchange guidelines, and payment policies.

Bagger **May 2021- November 2021**

Food City

Adhered to food safety protocols while bagging groceries. Maintained a clean and orderly environment by keeping merchandise organized and clear of the area. Assisted customers with locating products and staying up to date with current promotions.

EDUCATION

Bachelor of Arts - Emerson College

Major: Writing, Literature, and Publishing

Minor: Marketing Communications

Expected Graduation Date: May 2027

High School Diploma

Karns High School May 2024

Awarded the AP Capstone Diploma

4.5 GPA

EXTRACURRICULAR ACTIVITIES

Marketing Assistant - Emerson Reads and Undergraduate Students for Publishing

Emerson College

Library Volunteer

Karns Public Library

Marketing Director - RareWorks Theatre Company

Emerson College