

Joe David Smith

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EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Science in Business Administration
Minor: Communication Studies
Accreditation: AACSB International
Major GPA: 3.5

Anticipated Graduation: May 2017

INTERNSHIP EXPERIENCE

Marketing and Communications Intern
International Collegiate Travelers, Washington, DC

May 2015–August 2015

- Assisted the Executive Director in the coordination of meetings, conferences and banquet functions
- Created and distributed marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of the internship and study abroad programs between both Italian and American High schools

WORK EXPERIENCE

Shift Leader
Texas Road House, Morgantown, WV

May 2015–Present

- Provide exceptional menu knowledge and facilitated customer decisions to increase restaurant sales
- Consistently adhere to quality expectations and standards to exceed the monthly comment card scores
- Effectively communicate with kitchen staff and management on special requests, dietary needs and customer allergies

SKILLS

- Proficient in Office Suite, Adobe Creative Suite, and HTML
- Time management, written and interpersonal communication, teamwork, and leadership
- Fluent in German and Italian

HONORS & LEADERSHIP

- WVU Dean's List
- WV PROMISE Scholarship
- Alpha Kappa Psi: VP Administration & Treasurer

December 2014–Present

August 2013–Present

May 2014–Present