

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

## WORK EXPERIENCE

**Shift Leader**  
*Texas Road House, Morgantown, WV*

May 2015–Present

- Provided exceptional menu knowledge and facilitated customer decisions to increase restaurant sales
- Consistently adhered to quality expectations and standards to exceed the monthly comment card scores
- Effectively communicated 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 December 2014–Present
- WV PROMISE Scholarship August 2013–Present
- Alpha Kappa Psi: VP Administration & Treasurer May 2014–Present