

JANA PARKER

B.A. PUBLIC RELATIONS

Atlanta, GA

706.717.0269

janaparker095@gmail.com

www.janaparker95.wixsite.com

EDUCATION

Bachelor of Arts, Public Relations

**Kennesaw State
University
2017 - 2018**

Public Relations Major

**Georgia Southern
University
2014-2017**

EXPERIENCE

Professional wait staff
2012-2018

**Terrapin Taproom
2018 - present
Chilis 2015-2018
Cracker Barrel
2014-2016**

Responsible for personalizing guest experiences, efficient turnover, and remaining calm during high volume hours

Management

**Maurice's
2016 - 2017**

Responsible for the organization of employees and merchandise, designing social media materials

Event management

**Sunshine Planning
2013 - 2018**

Responsible for planning events, following through with catering, setting up, and executing through the end of event

SOFTWARE

Microsoft Word
Microsoft PowerPoint
Microsoft Excel
Microsoft Outlook
Microsoft Publisher

SKILLS

Leadership
Management
Organization
Creative Writing
Editing
Web Design

REFERENCES

Harper Martin
515.269.0273

Abigail Reid
770.296.1615