

## **Michaela Williams**

80935 Magnolia Complex  
Tampa, Florida, 33620  
407-375-3996  
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### **Education**

University High School – Orlando, Florida  
May 2006 - June 2010

University of South Florida  
Started in August 2010  
Sophomore GPA: 3.78  
Major: Mass Communications and Sociology

### **Work Experience**

Maynard Power and Associates LLC, June 2010 – August 2010

- Job Title: Intern
- Description: A summer internship working with an advertising agency
- Responsibilities: To gather media kits with advertising information from every media in central Florida (newspaper, radio, magazine, TV). Took the information from the media kits and organized into a spreadsheet for easy access.

RuffloCody Telefund The calling center, September 2010- December 2010

- Job Title: Caller
- Description: Calling Alumni and parents of students that attend the school to ask for donations to the college's that the former or current student graduated from to help support scholarship and other financial needs for the school.
- Responsibilities: Being respectful when talking to potential donors, follow a script and have an appropriate response when needed, Show up on time and had to meet a quota.

### **Achievements**

- Awarded Bright Futures Scholarship
- Awarded USF Directors Award
- In the Honors College at University of South Florida

### **Activities**

- Study Abroad during the summer in Italy
- Marketing Manager of the Try New Things Club at USF

- Member of the Honors College video team
- Student Reporter for the Digital Bullpen at USF

## **Skills**

- Communication and people skills
- Microsoft Office, Twitter, Facebook, Blog ([Michaela1123.wordpress.com](http://Michaela1123.wordpress.com)), pintrest
- Professionalism, Quick learner, Takes direction well
- Intermediate Spanish skills