**Wu Shock**

name@shockers.wichita.edu Wichita, KS

Linkedin.com/in/name 316.555.5555

**EDUCATION**

Bachelor of Business Administration, Marketing December 20XX

Minor: Graphic Design Communication Wichita State University, Wichita, KS

**SKILLS**

Google Analytics, Hootsuite, Adobe Creative Suite, Canva, HubSpot

**EXPERIENCE**

Social Media Manager

*Visit Wichita, Wichita, KS* May 20XX-Present

* Manages and runs official Visit Wichita Instagram, Twitter, Facebook, and LinkedIn accounts with a combined reach of 10,000+.
* Creates and curates engaging and relevant content for social media channels, such as posts, videos, images, and stories.
* Works with creative team to analyze current social media trends, brainstorm innovative ideas and review social media analytics.

Rhatigan Student Center Front Desk Assistant

*Wichita State University, Wichita, KS*  September 20XX- Present

* Interacts with 100+ campus guests weekly providing directions, answering questions, and providing helpful insight on various campus locations.
* Assisted with scheduling and booking of meeting rooms, equipment, and other facilities for student organizations and events.
* Collaborated with other student union staff members to plan and execute student events and activities.

Host

*Oak & Pie, Wichita, KS* July 20XX- December 20XX

* Greeted and welcomed an average of 50+ guests per shift while managing reservations and seating for a 200-seat restaurant, ensuring timely and efficient seating for all guests.
* Consistently exceeded performance metrics by achieving a 95% or higher guest satisfaction rating on restaurant surveys.
* Maintained a clean and welcoming environment, including tables, chairs, and other areas, creating a pleasant and inviting atmosphere for customers.

**CERTIFICATIONS**

Adobe Creative Suite: Professional August 20XX