

Tabitha Webster

Newnan, Georgia
Tjts1234@gmail.com

Summary

Dedicated, marketing individual with experience in creating promotional materials to increase company awareness and publicity. Ability to provide excellent customer service and strong relationship building. Organized and diligent in completing task efficiently and on time. Proficient with all Microsoft Software, SAS programming and Adobe. Interested in guiding other individuals to personally grow and teach students knowledge needed for their future.

Education

University of West Georgia, Carrollton, Georgia
Bachelor of Business Administration: Marketing
Masters of Business Administration

December 2014
July 2016

Experience

Administrative Assistant

June 2016-Present

University of West Georgia Marketing & Real Estate Department

- Communication Liaison for students, faculty and staff
- Manages & reconciles state budgets
- Maintains documents such as expense reports, mail, and contracts.

Graduate Assistant

January 2015- April 2016

University of West Georgia Marketing & Real Estate Department

- Maintains office schedules, equipment & supplies
- Assists Faculty with grading and developing reports for the department
- Serves as the communication liaison

Bookstore Assistant

August 2014-January 2015

University Bookstore, University of West Georgia

- Preserved knowledge of books to best assist in providing customer service
- Communicated with customers to prepare purchases
- Maintained a clean and a safe work environment

Activities/Leadership

Treasurer, Staff Advisory Council

July 2021-Present

Records Coordinator Liaison

July 2016- Present

General Scholarship Committee

2019-2021

UWG Strategic Planning Committee

August 2020

ADAY Department Campaign Champion

2016-2021

Notary, Richards College of Business

2016-2024

Awards/Certifications

- RCOB Staff Award: Best Team Player, 2021
- Nominee, Best of the West, 2019
- Support Staff Service Award, RCOB, 2017-2018
- Certificate of Sales-awarded by UWG and Certificate of Advertising-awarded by UWG
- AMA Career Development Certificate-awarded by American Marketing Association
- AMA Marketing Research Certificate-awarded by American Marketing Association
- AMA Intro to Sales Career & Selling Process Certificate-awarded by American Marketing Association
- Collegiate Role Playing/Relationship Certificate-awarded by American Marketing Association