

# PHOEBE FRESHMAN

(770) 123-4567

Carrollton, GA

pfreshma1@my.westga.edu

## SUMMARY

---

Recent high school graduate currently pursuing a degree in Mass Communications at the University of West Georgia. Problem solver with excellent attention to detail. Expert at Adobe Premier and Photoshop. Knowledgeable in social media marketing. Comfortable using both PC/Windows and Mac/Apple systems.

## EDUCATION

---

### *Bachelor of Science in Mass Communications*

University of West Georgia

Spring 2022

Carrollton, GA

### *College Preparatory Diploma*

Central High School

May 2018

Carrollton, GA

## EXPERIENCE

---

### *Volunteer*

Carroll County Humane Society

September 2018 - Present

Carrollton, GA

- Provide a clean, safe environment for sheltered dogs, cats, horses, and other animals.
- Interact with animals to develop social skills, improving likelihood of adoption.
- Communicate with shelter visitors and assist in adoption process.

### *Cashier*

McDonalds

October 2017 – July 2018

Carrollton, GA

- Provided excellent customer service to customers by actively listening to their orders and accurately processing transactions.
- Managed \$200 drawer of cash daily, ensuring accuracy in each transaction.
- Responded to customers' issues quickly, deflating high stress situations, and resolving their concerns with the goal of customer retention.

### *Co-Editor of Yearbook*

Central High School

Academic Years 2017 & 2018

Carrollton, GA

- Collaborated with other editors to create an aesthetically pleasing layout for the 2017 and 2018 yearbooks.
- Authored summaries for the Theater and Band sections for both 2017 and 2018.
- Captured candid moments throughout 2017 and 2018 with photography to showcase student culture and spirit.