

# Evie Dee Anne Maddox

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## Objective

To obtain an entry-level position and experience in the field of public relations using my strong communication and interpersonal skills.

## Education

Auburn University, Auburn, Alabama

Bachelor of Arts in Public Relations, Minor in Music

August 2004 – present

Expected Graduation: August 2009

Areas of Related Studies: Public Relations, Communication, Journalism, Management, Music

## Work Experience

Sales Associate, **J & M Bookstore**, Auburn (February 2008 – present)

- Developed skills in customer service
- Worked in teams to complete jobs
- Organized displays throughout the store
- Instructed new employees on different aspects of sales associate job

Server/Hostess, **Cajun Garden Café**, Auburn, (November 2005 – July 2006)

- Developed serving and hostess skills
- Managed money on a daily basis

Secretary/Runner, **Haygood, Cleveland & Pierce Attorneys**, Auburn (August 2004 – July 2006)

- Ran various errands when necessary
- Worked with different office machines
- Developed professional office skills

## Summary of Qualifications

- Fast learner, with wide variety of practical skills
- Excellent organizational skills
- Great verbal and written communication skills
- Willingness to work in groups
- High level of energy and enthusiasm from first call of the day to the last
- Experience with Internet, Microsoft Word, PowerPoint, Adobe InDesign, Adobe Photoshop

## Activities

Sigma Alpha Iota, Kappa Phi Chapter

- Member of SAI, professional women's music fraternity (January 2005 – April 2009)
- Executive Committee, Recording Secretary (August 2007 – April 2009)

Auburn University Singers choral ensemble

- Member, August 2006 – May 2008

Auburn University Concert Choir

- Member, August 2004 – December 2007

University Program Council

- Member, August 2005 – May 2006
- Assisted with planning of Tiger Nights event