

Amber Joy Greenwood

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Education

Bachelor of Arts in Communication Studies; Graduated May 2007
Huntingdon College; Montgomery, AL
Minor: History & Psychology; GPA: 3.7

Relevant Courses

Public Relations
Intercultural Communication
Introduction to Communication
Effective Public Communication
Advanced Presentational Speaking
Interpersonal Communication
Theories of Communication & Persuasion
Small Group Communication
Rhetoric

Special Distinctions

Dean's List of High Honors/Honors(2003-2007)
Lambda Pi Eta National Honor Society (2005), Vice President (2006-2007)
Alpha Beta National Honor Society (2007)
Phi Eta Sigma National Honor Society (2004)
Libris Award (2004-2005)
Presidential Scholarship (2003-2007)
Alumni Referral Scholarship (2003-2007)
Two (2) United Methodist Scholarships (2003-2007)

Special Skills

Leadership
Public Speaking
Problem Solving
Decision Making
Windows XP
MS Word
PowerPoint
Excel

Work Experience while Pursuing Education

Retail Associate (April 2004 – Present)

Montgomery Biscuits Baseball

- Determine customer needs and assist with selecting merchandise to fill demand
- Provide positive customer service for store and merchandise and responsibility for balancing cash drawer
- Stay abreast of sales and promotions, store policies and display arrangements
- Assist with token booths and greet customers in manner that promoted positive experience at Biscuits games

Library Assistant (August 2003 – Present)

Houghton Memorial Library

- Provide customer service at desk and within library
- Maintain patrons' records in computer, including sorting books, publications and other items according to the Dewey Decimal System
- Instruct patrons on how to use reference sources and card catalogs
- Provide assistance, as needed, with filing, photocopying and directing patrons in need of professional assistance to librarians

Public Relations Intern (January – May 2007)

Jubilee CityFest

- Write effective and informative press releases
- Prepare invoices, reports, letters and contracts, using Word, Excel and PowerPoint
- Proofread advertisements and promotional campaigns
- Receive incoming calls and direct to appropriate departments

Retail Associate (February – August 2003; left for position at Houghton Memorial Library)

Food World

- Provide customer service at register
- Maintain clean and orderly checkout areas
- Resolve customer complaints

References furnished upon request.