

Jalyn Allen

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EDUCATION

Texas Tech University, Lubbock, Texas
Bachelor of Science in Marketing

Graduation May 2027
GPA: 3.0

Cristo Rey Dallas College Prep, Dallas, Texas

August 2019-June 2023

EXPERIENCE

Streetlights Residential, Dallas, TX

Receptionist

August 2022 – June 2023

- Managed and handled correspondence
- Being responsible for office inventory and supplies
- Answering calls, taking messages, and greeting visitors

Parkland Health Hospital, Dallas, Texas

August 2021 – June 2022

Administration Assistant

- Assisted in implementing a vaccine drive then volunteering there
- Shadowed doctors and nurses to understand their roles
- Managed and handled front desk correspondence

AT&T Headquarters, Dallas, Texas

August 2019 – June 2021

Human Resources Assistant

- Shadowed several departments like finance and communications
- Collaborate with other student workers to make PowerPoint presentations
- Assist in evaluating and ranking candidates and their performances

RELEVANT COURSE WORK

- Statistical Methods
- Introduction to Marketing
- Principles of Economics
- Foundations of Business
- Business and Professional Communication
- Managing People and Organizations

SKILLS

- Technical Skills
 - Proficient in Microsoft Word
 - Proficient in Microsoft PowerPoint
 - Proficient in Microsoft Excel
 - Proficient in Written Communication
 - Proficient in Verbal Communication
 - Time Management Skills
 - Observation Skills