

LAVONNE TRAN

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Cedar Falls, Iowa

GOAL

Seeking to apply my marketing and creative skills at your company to help meet goals and needs.

SKILLS

- Communication
- Creative
- Adaptability
- Expertise in Social Media
- Leadership
- Microsoft

RELEVANT COURSEWORK

- Consumer Behavior
- Marketing Research
- Principals of Marketing
- Operations Management
- Corporate Finance

EDUCATIONAL HIGHLIGHTS

University of Northern Iowa
BA - Marketing | 2019 - 2021
GPA 3.0

Marshalltown Community College
AA - Liberal Arts | 2017 - 2019

Marshalltown High School
Diploma | 2013 - 2017
TRIO & MEP Program

LANGUAGES

- English
- Vietnamese

WORK EXPERIENCE

Fashion Nails

Receptionist/ Social Media

2017 - Present

- Handle incoming and out coming calls with clients
- Greet clients, signed them in, and direct them to destination
- Book appointments at desired times for clients
- Manage daily operations
- Direct and lead staff
- Runs all social media accounts

Hy-Vee Inc

Courtesy Clerk

2016-2017

- Assisted customers with specific needs
- Assisted customers with groceries to vehicle
- Directed customers to a specific destination if asked where an item was

Zamora Fresh Market

Event Planner/ Social Media

2020 - Present

- Brainstorming and implementing event themes and concepts
- Prepared event budgets and booked venues
- Organized suppliers, caterers, staff, and entertainment
- Runs all social media accounts
- Updated all information for all accounts