Maryanne E. Hull

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**OBJECTIVE**

To utilize my energetic, innovative personality and efficient work ethic to contribute to contribute to your organization.

**EXPERIENCE**

***Jack Kent Cooke Foundation*** Leesburg, Virginia

Summer Assistant Summer 2010

 • Assisted staff members in preparation for Scholars Weekend.

 • Entered data into company database.

 • Communicated with scholars in order to cater to their needs during Scholars Weekend.

 • Compiled all materials and documents needed for Scholars Weekend.

 • Created a master schedule and binder with all necessary contacts and information for all staff
 members during Scholars Weekend.

 • Edited all scholar biographies to be published in a book of all scholars.

***House of Representatives*** Washington, D.C.

Intern for Sue Myrick Spring 2007

 • Managed telephone calls and took constituent requests for Myrick.

 • Gave tours of the Capitol and House of Representatives Galley to tourists and

 important visiting affiliates of Myrick.

 • Filed flag requests and other paperwork.

 • Ran errands at the request of supervisors.

***Milwaukee Frozen Custard*** Herndon, Virginia

Shift Manager Spring 2004 - present

 • Provided excellent customer service using interpersonal communication skills.

 • Used negotiation and problem-solving skills in dealing with difficult customers.

 • Enforced regulatory compliance consistent with state and local ordinances.

 • Maintained inventory and kept senior management apprised of stocking needs.

 • Supervised and trained new employees.

 • Assisted in opening and closing the store and making sure all jobs were finished

 properly.

**EDUCATION**

***Longwood University***

BA – Major: Communication Studies May 2011 Major GPA: 3.5/4.0

 Minor: Professional Writing

**Activities:** Longwood Women’s Rugby Team, Alpha Phi Omega National Service Fraternity, Longwood Ambassadors, University Choir, Longwood Writing Center English Tutor, Mortar Board Senior Honors Society, President of Lambda Pi Eta Communication Studies Honors Society.