MOLLY JOY FRENCH

1560 Yeardley Trail Bexley, OH 43209

937-763-2027 [mollyjoy33@gmail.com](mailto:mollyjoy33@gmail.com)

OBJECTIVE

To obtain a position that will enable me to use my strong organization skills, public relations experience and degrees in Professional Writing and Creative Writing which will lead me to a successful career.

EDUCATION

**Capital University**, August 2009-May 2013 Bexley, Ohio

Bachelor of Arts in Professional Writing/Journalism and Creative Writing

WORK EXPERIENCE

**MCR Services, Inc.,** Columbus, Ohio July 2013-Present

*Executive Assistant/Marketing Coordinator*

* Executive Assistant to President & CEO
* Marketing Coordinator for MCR
* Public & Employee Relations

**Banana Republic**, Polaris Mall, Columbus, Ohio February 2012-August 2013

*Sales Associate*

* Customer Service and Sales
* Fashion Consultant
* New hire training

**Capital University Volleyball Team**, Bexley, Ohio August 2009-May 2013

Volleyball Team Manager

* Team statistics/Office work
* Assisting with practices and games
* Head Counselor for summer volleyball camp

**Capital University** Bexley, Ohio August 2012-May 2013

Track and Field Team Manager

* Assisting coaches at practices/meets
* Office duties

**Capital University Athletics Department**, Bexley, Ohio August 2012-February 2013

*Administrative Assistant*

* Data entry and word processing
* Answering phone calls and assisting guests
* Creative assistant for Athletics department promotions

**Columbus Zoo & Aquarium**, Powell, Ohio May 2012-December 2012

*Admissions*

* Greeted guests entering the Zoo
* Assisted with admissions department duties
* Data and word processing as needed

**Capital University, The Chimes**, Columbus, Ohio August 2009-May 2010

*News Reporter/Journalist*

* Wrote articles for the college newspaper

REFERENCES

Pam Briggs, Head Volleyball Coach, Capital University

614-236-6918

Scott Gallagher, Vice President & Controller, MCR Services, Inc.

614-643-2703

Shellie Elking, Case Worker, Job & Family Services, Highland County

937-402-6665

ONLINE PORTFOLIOS

* <http://www.linkedin.com/profile/view?id=184994383&trk=hb_tab_pro_top>
* <http://visualcv.com/users/243332-mollyjoy/cvs/285564/edit>