

## **Megan Sirjane-Samples**

8410 Montravail Circle  
Apt. #127  
Tampa, Florida  
33637

(561) 352-3388  
msirjane@mail.usf.edu

### **Education**

- University of South Florida, Tampa, FL 1/2005-Present  
B.A. Mass Communications (public relations sequence)  
Expected graduation: December 2009

### **Work Experience**

#### Waitress/Bartender

- Gaspar's Patio Bar and Grille, Temple Terrace, FL  
2/2005-Present (off and on)
- Bonefish Grill, Tampa, FL  
11/2007-3/2008

#### Assistant Manager/ Head receptionist

- J Russell Salon, Palm Beach Gardens, FL  
9/2001 - 7/2007

Responsibilities included: employee schedules; payroll; Internet orders and concerns; in-store paperwork (sales, ordering of products, etc.); money deposits; advertising of products or promotions; and in-store or Internet customer relations.

### **Skills**

- Computer and computer program knowledge including proficient use of Macintosh and PC.
- Excellent communication skills.
- Knowledge and experience with social media tools.
- Excellent writing skills including journalistic style, press releases, etc.
- Great leadership skills.
- I work well with others.
- I have lot of experience in customer and employee relations.
- Two years of Spanish as a foreign language.

### **References**

Reference Name	Phone	Type
▪ Nicole O'Connor	561-775-0704	Professional
▪ Jimmy Ciaccio	813-340-1032	Professional
▪ Andrew Fischetti	561-352-3378	Personal

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