

Renee Tala Salem

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Education

Bachelor of Science in Advertising
Minors in Theater and Sociology
Texas State University May 2020

Skills

- Proficient in Microsoft Office
- Efficient organizational skills
- Trained in different cashier programs
- Familiar with SPSS
- HTML and CSS Proficient
- Beginning Bootstrap and Javascript
- Basic InDesign and Illustrator
- Fluent in Arabic

Relevant Experience:

ELS Language Services-IELTS Administrator

Employed: July 2015-August 2016

- As the Administrator, I oversaw all aspects of the exam. I set the dates for the exam, registered candidates, attended every exam, entered grades, printed and mailed results.
- We had 2-3 exams a month, with 30-80 students per exam.
- In the office, I made sure files and paperwork were up to date and in the right place.
- I hired proctors and conducted the search for examiners to train. There were 5 examiners trained and 7 proctors. I worked with trainers to monitor our examiners so that the quality of the test was always at the highest level.

Other Experience:

Target- Starbucks Barista

Employed: June 2017-present

- Make drinks and provide excellent guest service
- Clean Starbucks area and backroom
- Wash dishes and clean drains
- Prep area for next day
- During COVID-19, I switched to cashiering and cleaning the store.

ELS Language Services-Assistant to IELTS Administrator

Employed: April 2015-July 2015

- I filed papers, answered e-mails and phone calls from candidates, and prepared documents to be sent to the main campus.
- My job was to ensure everyone gets their questions answered promptly and with the correct information.
- I completed any task the Administrator needed.

Clothes Mentor –Sales Associate

Employed: Nov 2014-July 2015

- I worked as a cashier: I rang customers up, as well as checked in new buys and completed them.
- I tag, sensor, hang, and run new inventory. I organize and clean the back stock. I vacuum, sweep, and dust the store, as well as clean the fitting rooms and bathroom.

References:

Educational Reference:

Colin Pierson
Professor of Sociology
Texas State University
512.245.1702
crp59@txstate.edu

Work Reference:

Taryne Matthews
Starbucks Team Lead
Target San Marcos
979.204.7499

ELS Language Services –Test Proctor for IELTS Exam

Employed: May 2013-July 2015

- I checked students in before the exam began. This included taking their photo and fingerprint with the computer system and putting their belongings in a cabinet.
- During the exam, I administered the test materials, read the instructions, and oversaw that the students are following the test instructions correctly.
- After the exam, I returned their belongings, shredded unimportant papers, printed out receipts, sharpened pencils, and directed the students to the one-on-one speaking exam.

Sew Chic Alterations and Tailoring- Front Desk Receptionist

Employed: Sept 2014- Nov 2014

- I answered phone calls, inputted customer and payment information into Quickbooks, and cashed customers out when they paid with cash.
- I made sure all the invoices were written correctly and prepared the next day's alterations for the seamstresses. I cleaned the office, bathroom, and lunchroom.

Soma Intimates- Sales Associate

Employed: July 2013- March 2014

- I measured women's breasts to find their perfect bra fit. This required me to be trained to use the measuring tape and learn about how different everyone's breasts are, including women who have had surgery.
- I restocked the floor, kept it organized, as well as the back stock, and cleaned the store and bathroom.
- I helped conduct inventory and change the layout of the store. This involved changing the displays and moving items around the store.

Trinity University Theatre Dept.- Costume Assistant

Employed: Aug 2012-July 2014

- I made the costumes for the plays. I cut fabric, sewed costumes together, and altered already existing costumes.
- I assisted with costume fittings with the actors, prepared wigs, make up, and other accessories.
- During the plays, I worked as a stagehand prepping the actor's costumes and making sure everything was ready for the next performance. This included doing the laundry.
- When there weren't any plays, I cleaned and reorganized the studio and back stock of costumes.