**Marco Marshall**

Huntington, WV 25755

304-696-1000 - marco@marshall.edu

[LinkedIn Link/Portfolio Link (if applicable)]

**SKILLS**

* Database Research learned from college library courses
* Microsoft Office (Certified in Word and PowerPoint)
* Public Speaking learned from college communications courses

**EDUCATION**

Marshall University, Huntington, WV

**Bachelor of Business Administration**, Minor in English Graduating - May 2023

GPA: 3.2

*RELEVANT COURSES*

* Rhetoric and Composition
* Intro to Management
* Library Research
* Interpersonal Communication

**WORK EXPERIENCE**

Marshall University Recreation Center, Huntington, WV

**Team Leader** April 2021 - May 2022

* Managed a team of six employees
* Inventoried all items across floors and ordered necessary supplies from manufacturers
* Interviewed job candidates and set work schedules

**INTERNSHIPS**

WV Department of Tourism, Charleston, WV

**Public Relations Intern** April 2021 - May 2022

* Created educational brochures/pamphlets to be distributed across the state
* Proofread all outgoing documents from our department
* Co-managed an event to promote awareness of the New River Gorge National Park

**VOLUNTEER EXPERIENCE**

Toys for Tots, Huntington, WV Winter 2019-Present

* Sort toys into different bins depending on their classification/type
* Create and print well-designed labels
* Work with a team of volunteers to deliver packages on a schedule

**HONORS AND ACTIVITIES**

* Et Cetera Literary Guild – Secretary
* Marshall University Print Club – Vice President
* Dean’s List – all semesters

**PROFESSIONAL MEMBERSHIPS**

* American Marketing Association
* Public Relations Student Society of America – Secretary
* National Association of Black Journalists