

# ALLISON HALL

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Cincinnati, OH 45209 • hallallisongrace@gmail.com

## CAREER PROFILE

Young professional seeking opportunities in marketing, communications, and content writing. Proven experience in providing communications-based support to various organizations in order to optimize efficiency and clarity in company operations.

## SKILLS

Excellent verbal, written, and interpersonal communication; thoroughness in editing; self-starter; ready learner; flexible; creative and critical thinker; problem-solver; active-listener

## PROFICIENCIES

Microsoft Outlook; Microsoft Office Suite; Microsoft Teams; Asana; Meister Task; Adobe InDesign; personal use of social media platforms such as Facebook, Instagram, LinkedIn, Tumblr, and WordPress

## EXPERIENCE

Jeff Wyler Automotive Family; Cincinnati, OH October 2020 - Present  
Receptionist

Jeff Wyler is an automotive company serving Cincinnati and neighboring locales.

- Organizes and distributes company communication materials
- Documents and communicates various actions, irregularities, and continuing needs
- Greets and welcomes guests, both in-person and via phone lines, creating positive first impressions
- Manages digital and hard-copy filing systems with hundreds of pieces of information per day
- Reacts well under pressure and effectively manages difficult or emotional customers with tact
- Demonstrates accuracy and thoroughness under fast-paced deadlines with little supervision

RCL Benziger; Cincinnati, OH February 2019 - May 2020  
Project/Developmental Editor

RCL Benziger is a book publishing house focused primarily on textbooks.

- Copyedited materials in collaboration with the Project Manager and other project editors, producing the highest quality of products
- Created relevant content with target audience in mind
- Managed materials assigned to editorial department for reprint review
- Reviewed and updated digital content resources, accessed by thousands of individuals nationwide
- Coordinated the editorial review of all diocesan correlations
- Attentive to the logical structure of ideas, textual cohesion, and narrative flow within a text

Barnard Law Office, PLLC; Wilmore, KY

August - December 2017

Administrative Assistant

Barnard Law Office is a law firm specializing in real estate, probate, estate planning, and business law.

- Proofread legal documents for accuracy
- Created and distributed attorney's correspondence
- Effectively managed office equipment and office space
- Organized large volumes of legal documentation
- Processed essential client and case file information
- Aided in data entry with corresponding electronic databases
- Greeted clients and received and recorded client phone calls with professionalism and hospitality

Macy's; Cincinnati, OH

December 2016 - August 2017

Sales Associate

- Excelled in customer service and provided quality assistance during sales transactions
- Responded to telephone inquiries promptly and amicably
- Effectively managed company software and equipment
- Increased customer base through cultivating rapport and the creation of new customer accounts
- Engaged with customers to ensure a positive and relaxing experience
- Won several customer service awards for friendliness and exceptional customer interactions

## EDUCATION

Asbury University; Wilmore, KY

August 2015 - December 2018

B.A. in English Literature, Magna Cum Laude (3.93), Dean's List. Student Government/Class Cabinet, Women's Choir

## EXTRACURRICULARS AND ACCOMPLISHMENTS

Published Author

February 2020

Published academic essay from the University of Oxford in the Emerging Scholars edition of *The Lamp-Post* of Vanguard University.

New City Volunteer; Cincinnati, OH

November 2019 - Present

Volunteer assisting with children ages newborn to one year.

Sigma Tau Delta English Honor Society President; Wilmore, KY

August - December 2018

Served as the first president of the Sigma Tau Delta Asbury University chapter.

Scholar's Semester Oxford; Oxford, UK

January - April 2018

Participated in a study abroad program at the University of Oxford, finished with "A" average.