

JUSTIN POET

13406 East Philadelphia Street
Whittier, CA 90608

562.907.4200
jpoet@poets.whittier.edu

SKILLS AND QUALIFICATIONS

- Driven towards team-oriented environments that incorporate challenging and innovative solutions
 - Motivated towards leadership opportunities that embrace creative and analytical environments
 - Experience in fast-paced environments; oversee and manage comprehensive and organized programs
 - Enhanced communication and interpersonal skills utilizing verbal, written, and digital correspondence
 - Over eight years of competitive football leading to a successful team player and accomplished collegiate career
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COMPUTER AND SOCIAL MEDIA SKILLS

- Word
 - Excel
 - PowerPoint
 - Prezi
 - Photoshop
 - LinkedIn
 - Facebook
 - Twitter
 - Instagram
 - Pinterest
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EDUCATION

Whittier College Whittier, CA May 2017
Bachelor of Arts in Business Administration – Concentration in Marketing

La Universitat Pompeu Fabra Barcelona, Spain 2015
Study Abroad

EXPERIENCE

Whittier College Whittier, CA 2014 to Present
Center for Career and Professional Development – Career Marketing Agent

- Market events and services via presentations and campus-wide outreach to engage peer and college involvement
- Design marketing and advertising content for dissemination among 2000 Whittier College community members
- Communicate and build rapport with a diverse population of students, faculty, staff, employers and external clients

Expeditors Los Angeles, CA 2014
Customs Brokerage Intern

- Labeled and consolidated U.S. Customs documents displaying products and goods from various global regions
- Audited and inputted documents pertaining to imported merchandise into confidential and controlled database
- Corresponded electronically with U.S. Customs regarding individual companies shipment of products

Black Angus Whittier, CA 2013 to Present
Server

- Manage and oversee parties ranging from 2 to 40 customers while creating and ensure a memorable experience
- Assist customers with food decisions and answer varying questions regarding dietary restrictions and nutrition
- Process various forms of payment via financial transactions and reconcile transactions for accuracy

East Bay Regional Park District Oakland, CA 2013 to 2015
Recreation Leader

- Engaged and guided a group of 10 to 25 children ages 5 to 12 in social and athletic activities and projects
 - Provided a comfortable and safe environment for campers and children with special needs
 - Assisted supervising recreation leaders in various aspects of camp involvement
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LEADERSHIP ENDEAVORS

Whittier College Whittier, CA 2014 to Present

Men's Varsity Football
Team Player (2014 to Present)

- Strategize and brainstorm various plays to encourage and support teammates and increase performance

Psychology Club

Member (2014 to Present)

- Participate and attend various events and presentations regarding eclectic areas of psychology
- Bring awareness of psychological topics to peers including mental disorders, harassment and other pertinent issues