

## JUSTIN POET

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Whittier, CA 90608

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### 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

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### 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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### CO-CURRICULAR ACTIVITIES

**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