

2015

Student Portfolio



Joy Spencer

Intro to Mass Communication

Cover Letter

Dear Recruiter,

I am a junior at Bowie State University studying public relations; I would like to apply for the position of HR administrative assistant at your company. I am looking to gain experience in the HR field to further develop my knowledge and skills in this area. Taking initiative has always been my academic and career strength, along with: understanding responsibility, holding an intense work ethic, possessing social skills that build and maintain relations across and beyond the organization, and striving to do my best in any situation to meet objectives.

I believe my strengths, abilities and skills make me an excellent candidate for this job. I am extremely reliable, considerate, personable, and I am comfortable working with all personality types.

Thank you for taking the time to review my resume. I would welcome the opportunity to discuss how my education, practical skills, and background qualify me to be a member of your company.

Please give me a call at 301-503-4790 and/or email me at joy.spencer4@gmail.com.

Sincerely,
Joy Spencer

Resume



Joy A Spencer

10511 Keepsake Lane
Upper Marlboro, MD 20772
Tel: (301) 877-0490
Cell: (301) 503-4790
joy.spencer4@gmail.com

Objective:

Highly motivated student; seeking part-time or permanent employment while completing course work requirements.

Skills:

Effective inter-personal skills, strong oral and written communications, attention to detail, ability to meet deadlines, great with multi-tasking, excellent organizational/leadership skills, highly self-motivated.

Work Experience:

Joint Base Andrews Commissary

07/2014 - Current

1684 Starkey Ave, Joint Base Andrews
MD 20762

Supervisor:

Bagger

Duties:

- Customer-Service: I talk directly with customers. I am friendly and approachable while bagging groceries and helping people out to their car as necessary.
- Attention to Detail: I quickly decide which items will fit in the bag without damaging the food or ripping the bag.

Mt. Ennon Baptist Church

05/2012 - 08/2012

9832 Piscataway Road
Clinton, MD 20735

Supervisor: Yolanda Coates

Camp Counselor

Duties:

- Managed the front desk, directing visitors and parents, answering questions, and answering the office phone. Ensured that the children were signed in, directed the children to the assigned classroom, and collected funds.
- Assisted teaching staff in the classrooms, made copies, taught various activities, and led the children in praise and worship.
- Chaperoned children on field trips, assisted with the field trips, and administered meals to the children.

- Coordinated camp activities and assisted in the class room activities
- Recorded and filed incident reports
- Interacted and provided care for children in grades K-8 on a daily basis
- Interacted with parents on a daily basis

Education:

Bowie State University
Bowie, MD
Expected Graduation: June 2016
GPA: 2.531
Major: Public Relations
Earned 32 credits toward B.A. in Public Relations

Computer Skills:

MS Office Suite
Internet
Typing Speed: 45 words per minutes

References:

Cynthia Greene, Program Support Manager
National Science Foundation
cgreene@nsf.gov

(703) 292-4954

Business Card



Joy A. Spencer

Administrative Assistant

Joy.spencer4@gmail.com

301-503-4790



Elevator Speech

Hello, my name is Joy Spencer. I am a junior at Bowie State University studying public relations. I also have an interest in HR and I am exploring how I might use my education and skills in these areas. I enjoy working with others, I'm organized, and I have strong interpersonal skills. Here's my card, I am interested in the part time Human Resources Associate position at the American Council. I hope to hear from you soon.

Reference Letter

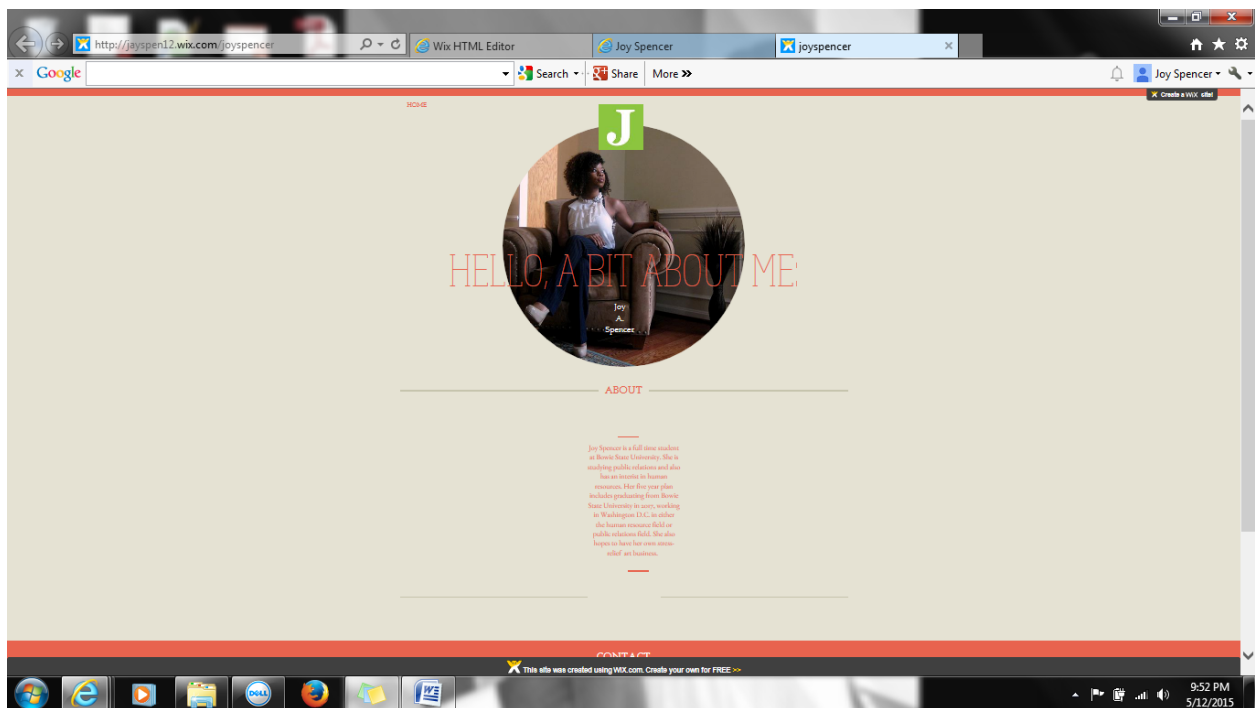
Logo



J

Website

http://jayspen12.wix.com/joyspencer



Professional Facebook

https://www.facebook.com/profile.php?id=100009448636754

The image is a screenshot of a web browser displaying a Facebook profile page. The browser's address bar shows the URL: <https://www.facebook.com/profile.php?id=100009448636754>. The browser's search bar contains the text "facebook". The profile page features a blue header with the Facebook logo and the name "Joy". Below the header is a large cover photo of a city skyline. The profile picture shows a woman with dark hair sitting on a couch. The name "Joy Spencer" is displayed below the profile picture, with buttons for "Update Info" and "View Activity Log". Navigation tabs for "Timeline", "About", "Friends", "Photos", and "More" are visible. On the right side, there is a "Recent" section with a list of years: "2015", "2012", "2008", and "Born". Below the navigation tabs, there are two main sections: "ADD PROFILE INFO" with a prompt to "Fill out your profile to help you connect with more friends." and a "Status" section with a text input field "What's on your mind?". A notification states "You updated your cover photo. 3 mins · 🌐". At the bottom, there is a progress bar for the question "Joy, which city do you live in?" with a "66% complete" indicator and a dropdown menu showing "Washington, District of Columbia". The Windows taskbar at the bottom shows various application icons and the system clock indicating "7:02 PM 5/12/2015".

LinkedIn Page

https://www.linkedin.com/profile/guided?trk=uno-choose-ge-no-intent

The screenshot shows a web browser window displaying a LinkedIn profile for Joy Spencer. The browser's address bar shows the URL: <https://www.linkedin.com/profile/guided?trk=uno-choose-ge-no-intent>. The LinkedIn navigation bar includes links for Home, Profile, Connections, Education, Jobs, Interests, Business Services, and Try Premium for free. A banner below the navigation bar reads: "Exclusive for women - Join the National Association of Professional Women. Register free today! | [Read More >](#)".

The profile header features a camera icon and the text "Add a background photo". The main profile section includes a profile picture of Joy Spencer, her name "Joy Spencer", and her current role: "Bagger at Joint Base Andrews Commissary, Washington D.C. Metro Area". It also lists her previous employer as "Mt. Ennon Baptist Church" and her education at "Bowie State University". A "View profile as" dropdown menu is visible, and the connection count is shown as "0 connections".

Below the profile information, there are three sections: "Industry" (with a building icon and text: "This helps us customize what you see on LinkedIn."), "Summary" (with a document icon and text: "Adding a summary is a quick and easy way to highlight your experience and interests."), and "Profile Strength" (with a circular progress indicator and the label "Beginner").

The "Ads You May Be Interested In" section contains three advertisements: "Auburn Executive MBA" (21-Month Online & On-Campus Format), "Transform your smile!" (Best service, genuine care and results that exceed expectations!), and "Phone issues?" (Give us a call and we can help you solve those issues.).

The Windows taskbar at the bottom shows the system tray with the time "10:45 AM" and date "5/13/2015".

Short Biography

Joy Spencer was born in Washington D.C., and attended Prince Georges County public schools throughout her elementary, middle, and high school years. She is the youngest of four daughters; now a junior at Bowie State University, she is planning to graduate with a Bachelor's degree in public relations, she also has an interest in human resources. Entering Bowie State University in 2012, Joy was nervous being the last child left at home, all eyes are on her. She is expected to finish college with little to no distractions or breaks. When she first arrived at Bowie, she chose nursing as her career path; her experience in the science department soon proved that this was not the right path for her. After switching her major to public relations, Joy is to be flourishing in her field. With high hopes and lots of support, she will graduate in 2017 and go on to work in the public relations or human resources department.

Work Samples



QR Code

