

SCARLETT ROSE SCALZO

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Seeking to further my career and gain valuable insight while continuing my education.

Education

Texas State University Spring 2017 – Current

Major: Applied Sociology

Minor: Public Administration

Courses: quantitative and qualitative research methods, social theory, data analysis, analytical techniques for public administration, public policy formulation, public finance and focus courses on human experience and American social stratification in gender and economics.

Austin Community College Fall 2012 – Fall 2016

Associates Degree in Sociology

Skills and Qualifications

- Well-developed problem solving skills in high pressure situations
- Years of exceptional customer service experience
- Working knowledge of SPSS
- MS Word / Excel / Power Point
- Management and leadership experience in small business operations
- Ability to learn and retain computer skills quickly and effectively

Experience

Intern Event Coordinator June 2018 – August 2018

EVO Entertainment Group

Planning events through Gather software, reservations and Vistas POS

Assisted in organizing event spaces and party transitions

Answered phones and emails on behalf of the company professionally and efficiently

Assistant Manager August 2012 – March 2017

Austin Java City Hall

Managed and provided concept training in a high-volume environment.

Assisted in business improvement in sales, customer satisfaction and employee happiness. Provided cost cutting techniques and contributed to the creation of a catering department within the company.

Activities

Planned Parenthood Greater Texas Legislative Action Committee; 2015.

- Helped to organize the People's Veto to stop the defunding of life saving breast cancer screenings
- Attended and organized Save our Screenings action at the State Capital
- Assisted in office duties and outreach for young people