

Najah Dingle [Linkedin.com/in/najahd](https://www.linkedin.com/in/najahd) Email: dinglen1@student.lasalle.edu cell:215-626-8711

PROFESSIONAL SUMMARY

Exceptional Experience in customer service in Hospitality, Customer service and Retail. Exceptional Experience in Multimedia Storytelling And Strategic Marketing Plan Development; Knowledge Of Public Relations And Advertising Campaigns For Various Types Of Products And Projects; Experienced Creative Writer with excellent communication skills

EDUCATION

Masters of Arts, Strategic Communication La Salle University – Current

Bachelor of Arts, Communications & Writing (certificate) Cabrini University Radnor, PA – May 2017

Completed Coursework: Public Relations, Advertising, Journalism, Creative Writing, Marketing Communication, Audio/Video (AV) Editing

CERTIFICATES AND AWARDS

Cabrini University English Department Writing Certificate; Submitted multiple writing pieces to Cabrini University's student made magazine (Woodcrest magazine)

Intern, Cabrini Student Diversity Office

- Managed pop-up offices on campus, created marketing strategies, emailed students and faculty with club and event related information, social media
- Leading role in advocating the importance of the student diversity office which lead to the creation of an office "street team" for assistance and a feature on the Cabrini website for the month of February

WORK EXPERIENCE

Wrap and Send Associate, Bloomingdale's, Willow Grove Park Mall, Willow Grove, PA - Seasonal June 2017 - Jan 2018

- Solved customer issues related to packages and store pick ups.
- Packed packages with pride (followed packing procedures)
- Gathered items from sales floor and stockroom

Human Resource Assistant, Cabrini University, PA – Nov 2016 - May 2017

- Filed important forms into the correct folders
- Organized filing cabinets
- Updated audits
- Looked over student new hire paperwork for completion

Mail Room Clerk, Cabrini University, Radnor, PA – Aug 2013 – May 2017

- Delivered mail to all campus offices/ student mailboxes
- Picked up/dropped off mail to post office
- Processed mail/packages
- Serviced students/faculty at window
- Processed new hire/terminated paperwork

Hostess, GlenMorgan Bar and Grill, Radnor Hotel, Radnor, PA – Sept 2015 – July 2016

- Kept podium organized
- Escorted guest to seats (restaurant and banquet halls)
- Room service
- Kept Sunday brunch traffic flowing
- Assisted busser/servers when needed

