

Leslie
Roberson

REACH ME AT:



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510 Gloria Drive
Butler, AL 36904

SKILLS:

Hubspot Social Media Marketing Certified

Hootsuite Platform Certified

Google Analytics Certified

Constant Contact

Microsoft Powerpoint

Microsoft Word

Microsoft Excel

Microsoft Teams

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Adobe Spark

Quickbooks Pro

Canva

iMovie

EDUCATION

Master of Arts in Integrated Marketing Communications (2020)

GPA: 3.9; The University of West Alabama, Livingston, AL 35470

Bachelor of Business Administration in Marketing (2016-2019)

Major GPA: 3.5; The University of West Alabama, Livingston, AL 35470

Trustee Scholarship, Zebbie Lee Lawley Alumni Scholarship, Superior Student Award, Tagged for Success Scholarship; President's List, Dean's List

WORK EXPERIENCE

Administrative Assistant to Student Engagement

The University of West Alabama | January 2020 - Present

Assisting in various daily operations, social media assistant, events calendar, Panhellenic recruitment assistant, email marketing, customer service, communication, teamwork

Student Worker to Student Engagement

The University of West Alabama | May 2019- December 2019

Assisting in various daily operations, email marketing, customer service, communication, teamwork

Property Manager, Administrative Assistant

Roberson Rental | May 2016 - Present

Accounts receivable, accounts payable, showing properties, assess property needs, customer service

Bookkeeper

A-1 Refrigeration Service | May 2016- January 2019

Accounts receivable, accounts payable, scheduling, customer service, social media administrator

Customer Service Associate

Village Jewelry and Sports | November - December 2016, 2017, 2018, 2019, 2020

Seasonal position, gift wrapping, stocking, organization, customer service

HONORS + AWARDS

Honor Society Memberships: Phi Eta Sigma, Lambda Sigma, Blue Key, Delta Mu Delta, Omicron Delta Kappa, Order of Omega, Lambda Pi Eta

Phi Eta Sigma Honor Society: Vice President (2018), Social Media Administrator (2019) Member of the Year (2019-2020)

Lambda Sigma Honor Society: Vice President (2018), Treasurer (2017)

Blue Key Honor Society: Miss Paragon Manager (2019)

Phi Mu Fraternity: President (2019), Philanthropy Chairman (2018), Philanthropy Assistant Chairman (2017) Community Service Assistant Chairman (2017), Panhellenic Delegate (2017), Website Administrator (2019), 110% Award (2018), Sister of the Year (2019)

Panhellenic Council: Vice President (2017-2018)

Greek Council: Executive Committee Public Relations Chair (2018, 2019), Representative (2017)

Student Government Association: Representative (2019), Graduate Senator (2020)

Participant in Association of Fraternal Leadership and Values Central (2018, 2019)

Participant in Disney's Techniques of Teamwork (2018)

Marketing Club (2017- 2019)

Accounting Club (2016-2017)