

Christina S. Cooper

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EDUCATION

University of Mary Washington (Fredericksburg, VA) 2001 - 2005

Degree: *Bachelor of Arts, English and Theatre*

GPA: *3.44 (cum laude)*

Honors: *Lambda Iota Tau (LIT - literature honor society)*
Alpha Psi Omega (APO - theatre honor society)

Offices: *Chair, Studio 115 Committee*
President, Alpha Psi Omega

Fauquier High School (Warrenton, VA) 1997 - 2001

Diploma: *Advanced, top 10% of class (of 330 students)*

GPA: *4.18 (weighted 4.0 scale)*

EXPERIENCE

Bright Services (Christiansburg, VA) 2005 - Present

Account Executive

- Generate sales in the Blacksburg area
- Set up accounts with clients throughout the New River Valley
- Perform safety evaluations of clients and potential clients
- Maintain client relations for clients throughout the New River Valley
- Recruit applicants by posting job on the Virginia Employment Commission website
- Assist in the creation of advertisements in the Roanoke Times
- Screen applications and performing in-depth interviews with applicants
- Referencing
- Perform drug screens and orientations, including safety training
- Monitor the performance and attendance of roughly 100 employees
- Process payroll weekly for roughly 100 employees

Department of Theatre & Dance, University of Mary Washington 2002 - 2005

Marketing and Communications Assistant

- In charge of public relations for department
- Organized on- and off-campus postering for thirteen events
- Organized twelve mailings of production announcements
- Wrote school calendar of events for eight productions
- Wrote news releases for eight productions

Karate Sports Academy (Warrenton, VA) 2001 - 2003

Black Belt Instructor and Office Manager

- Taught *Tae kwon do* and *Tang so do* to over 300 children and adults
- Ran two summer Parks & Recreation community karate camps
- Managed academy office finances and contracts