

# PRYCLES ROYALL

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Executive Secretary

2141 schenectady ave



## SUMMARY

Motivated and adaptable college student with over three years of experience in customer service, fast food, and retail industries. Known for exceptional communication skills, the ability to work collaboratively in team settings, and a strong willingness to learn. Currently pursuing a mass communications degree with a focus on a future career in public relations and broadcasting. Eager to apply interpersonal skills and hands-on experience to roles that require effective communication and relationship building.

## EDUCATION

### Virginia State University

Continuing Bachelor's degree in Mass Communications

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- customer service +2 year experience

## PROFESSIONAL EXPERIENCE

### American Eagle

- worked in sales assisting customers finding desired items
  - dealt with money at the cashier
  - problem solving with customers
  - stocking & re-stocking items
  - cleaning & managing dressing rooms
  - answering phones & assisting customers

### Mcdonalds

- crew member taking orders at front counter
- dealing with money at the cashier
- assisting customers with problems
- running drive through orders & payment
- stocking & re stocking

### Executive Secretary Intern at Virginia State University

- Assisted executive secretary in managing and coordinating schedules and meetings
- Conducted research and prepared reports on various topics related to the school
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence between faculty and parents
- customer support experience +2 years

### Mass communications Intern at Virginia State University

- Assist with content creation for social media, blogs, newsletters, and press releases.
- Help manage social media accounts by scheduling posts, responding to comments, and tracking engagement.
- Conduct research on media trends, competitors, or audience demographics.
- Assist in the planning and promotion of events or campaigns.
- Edit and proofread written materials for clarity, grammar, and branding consistency.