

Kristyana Morrison

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Skills —————

Attention to Detail
Social Media
Strategic planning and analysis
Flexible Schedule
Multitasking and Organization
Teamwork and Collaboration
Creative and Resourceful
Computer Skills
Quick Learner
Complex Problem-Solving
Tech-Savvy
Analytical mindset
Collaboration
Interpersonal and Social Skills
Public Speaking
Initiative
Strong Academic Record

Experience —————

Tech Academy | Newark Nj

Intern

08/2023 - Current

- Assisted in the development of marketing materials, such as brochures, flyers, and promotional items.
- Gathered data for market research projects and analyzed findings to make recommendations.
- Collaborated with team members to create a comprehensive social media strategy.
- Developed presentations and organized events to promote products or services.
- Proofread documents before submitting them for review.
- Tested software applications prior to release and identified issues requiring resolution.
- Managed customer inquiries through phone calls, emails, or other forms of communication.
- Supported senior staff members in the completion of complex projects within deadlines.

Illtown.Philanthropists | Newark Nj

Assistant Manager

Jun 2024-Aug 2024

- Assisted in the development of operational strategies to ensure efficient and productive operations.
- Provided guidance and support to junior staff members on daily tasks, projects, and objectives.
- Conducted regular performance reviews for employees to identify areas of improvement.
- Resolved conflicts between team members in an effective manner

Sadie Nash Leadership Project | Newark Nj

Nasher /Alumni

Nov 2022 - Aug 2024

- Created presentations, videos, manuals, handbooks and other resources for employees.
- Created and offered additional materials to enhance training.
- Great at listening and understanding every point of view possible
- Very fast learner and quick to adapt and adjust to new environments and settings
- Can improvise and has quick and complex problem-solving skills

Sports Illustrated Stadium/Red bull arena

Provide great customer service

Strong communication skills

Make sure environment is clean and safe

Currently employed (seasonal position)

Education Training ———

Newark Collegiate Academy | Newark Nj

High school diploma

Expected in 2026

3.8. GPA

Upcoming Senior Year

Relevant Coursework and Training Program : Technology Academy