

# O'Raine Foster

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## PROFESSIONAL SUMMARY

Motivated Communication Graduate with strong collaborative skills and attention to details. The ability to work well under tight time constraints while maintaining high degree of accuracy. Strong interpersonal and organizational skills thus enhance capabilities to work effectively with customers and team members.

## EDUCATION

### **University of Hartford, West Hartford, Connecticut**

Bachelor of Arts in Communication/Cinema | Graduated September 2023 | GPA: 3.8/4.0

#### Relevant Coursework

- Nonverbal Communication      Leadership Challenge & Opposition
- Conflict and Communication      Gender, Identity & Society
- Advanced Writing      Communication in the Digital Age

## HONORS & AWARDS

Dean's List and Presidents Honors

## SKILLS

- Proficient in Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe After Effects and Microsoft Office
- Knowledge of media production and communication
- Excellent written and communication skills acquired from various advance writing courses.
- Persuasive presentation skills and audience focus.

## EXPERIENCE

### **Target**

Customer Service/Online Fulfillment Associate | Windsor, CT |  
November 2023 - Present

- Communicate and interact with customers to build an inclusive customer experience.
- Maintain a courteous, empathic attitude toward customers.
- Resolve complaints and calm agitated customers.
- Read and decipher online orders.
- Confirm merchandise information matches that of work order.
- Finalize work order in a timely manner and update the database.
- Handle customer inquiries and resolve or escalate complaints to the manager.

**Windsor Animal Shelter**

Volunteer| Windsor, CT|

March 2018 – August 2018

- Greet Customers
- Stock food and supplies
- Feed, bathe and entertain animals
- Help with adoption events

**Trinity Methodist Church**

Junior Church Coordinator|Windsor, CT|

August 2019 – May 2021

- Greet Parents and Children.
- Prepared presentations for young audience
- Used positive reinforcement techniques to encourage patience and other positive behaviors.

**University of Hartford**

Extracurriculars

- Volunteered at various events welcoming parents and students to the University.
- Assisted in preparing Pamphlets for events.
- Created and presented a series of animatics with various animation styles to entertain potential new students.