

Justin C. Wolfswinkel

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Ambitious and driven Mass Communication graduate seeking to apply range of experience obtained in sales, customer service, financial auditing, and marketing strategies background.

Core Competencies

- ✓ Highly talented in internal and external communication involving organizations, clientele, employees and administrative associates
- ✓ Proficient in Microsoft software programs, such as Microsoft Word, Excel, PowerPoint, InDesign, and Photoshop
- ✓ Strong oral and written communication skills
- ✓ Excellent record of dependability
- ✓ Proven ability to recognize, analyze, and solve difficult situations.
- ✓ Ability to execute Media Kits
- ✓ Market Research & Campaign Development
- ✓ Creative & Innovative

Work Experience

BEST WESTERN PLUS SHAKOPEE INN

2014- Present

Night Auditor

- Perform accounting functions, such as balancing city ledgers, accounts receivable, and allocating receipts
- Ensure accuracy for all financial information
- Transition funds, guest folios, and information onto the following day

DIB MARKETING SOLUTIONS

2013-2014

Marketing and Sales Intern

- Approached 200 Home Depot customers daily, inquiring if they were interested in kitchen cabinet refacing.
- Generated 12 leads over a three day period; passing the training program
- Collaborated with Sales Team on lead generation initiatives

BEST WESTERN PLUS KELLY INN

2009 - 2013

Front Desk Associate

- Effective customer service, of which benefiting 3,000+ hotel guest
- Assigned as weekend auditor for three years while being a full-time student
- Demonstrated confidence and focus during periods of high volume from hotel guests and telephone calls

SOUTHWESTERN COMPANY

2009

Sales Representative

- Door-to-door sales of children's books, religious texts, and cook books.
- Independently contracted direct sales service to generated clientele in Rochester and Buffalo, NY
- Sold 12 product packages to clients in Buffalo, as well as an additional 10 in Rochester, NY
- Identified new market segments and significantly expanded customer relations

Education

Saint Cloud State University, Bachelor of Science in Mass Communications with a minor emphasis from the School of Public Affairs in Political Science- 2013

Extracurricular Activities: Public Relations Student Society of America | The Political Science Club- Club Secretary & Director of Communications | The Investment Club | Volunteer service at The Humane Society- St. Cloud