

VALERIE ROZZO

<http://rozzov1.wix.com/valiererozzo>
Rozzov1@gmail.com
513.256.5980

2230 S Goebbert Rd. Unit 348
Arlington Heights, IL 60005

EDUCATION

University of Dayton Dayton, Ohio Graduate: May 2013
Bachelor of Arts in Visual Communication Design with minors in Photography and Communications
Father Chaminade Scholarship 2008–2012
Bela and Josephine Horvath Scholarship 2010–2012

SKILLS

Adobe CS5 (Photoshop, InDesign, Illustrator, DreamWeaver, and Bridge)
Adobe Lightroom
some CSS and HTML
Microsoft Word, PowerPoint, Excel
Videography
Avid video editing software
I am reliable, I have a strong work ethic, positive attitude.
I am a leader, with great customer service skills.
I have the ability to multi-task, and work as a team.

RELEVANT EXPERIENCE

Banner Personnel Des Plaines, Illinois May 2015–August 2015
Recruiter

- Post open positions on social media
- Reach out to prospective candidates and schedule interviews
- Interview candidates
- Write descriptions of candidates and send to client along with candidate resumes
- Send mass emails to promote new openings
- Act as liaison between candidate and client
- E-verify candidates
- Check references and perform background checks
- Perform quality checks to evaluate candidate performance
- Submit payroll for the Des Plaines branch

Measured Marketing Chicago, Illinois January 2014–January 2015
Marketing Coordinator

- Receive incoming orders for email marketing
- Act as liaison between client and creative team
- Send email blast and send separate seed email to client

Leppert Photography Cincinnati, Ohio May 2012–December 2013
Photographer/Photographer's Assistant

- Take professional photographs at weddings and other events
- Back and front light people and objects
- Prepare subject before a shot
- Retouch photographs in Lightroom and Photoshop CS5

Daytonian Yearbook—Residential Life August 2011–May 2013
Photographer and Editor
Provide stories, photos, and design of multiple pages
Conduct Student Interviews

Flyer News—Campus Newspaper December 2010–2012
Photographer

- Photograph events of given assignments within a deadline
- Upload photos and description to website

University of Dayton—**Office of Admission** Dayton, Ohio August 2009–May 2013
Telecounselor

- Call prospective students, reminding and informing them of events and important dates
- Answer questions about admissions and financial aid
- Develop communication skills
- Recruit and excite students about UD

COMMUNITY INVOLVEMENT

Alpha Phi Omega Service Fraternity, September 2009–Present (lifetime member)
Service fraternity based on Leadership, Friendship, and Service
Lupus Society of Illinois- Junior Board, August 2014–Present