|  |  |  |
| --- | --- | --- |
|  |  | EDUCATION |
|  | **Wayne State University, Detroit MI**Master of Education- Learning, Design, Technology May 2019 \*Current GPA: 3.86*Coursework: Course Design, Layout & Design, Digital Writing* **Wayne State University, Detroit MI**B.A. Public Relations, Minor in New Media May 2017*Coursework: Blog Writing, News Editing, Social Media Writing***Wayne County Community College District- Downtown** Major: Business AdministrationMay 2016*Coursework: Typing, Speech, Microsoft Office Suite*  |
| Sharaya SolomonMaster of Education**Email:** Sharaya.solomon@yahoo.com **Phone**: 248-579-3532 Profile**About Me**: Detail oriented, People person, Reliable, Goal-getter  **Skills**: Video Editing, Adobe Captivate, Articulate, LMS Systems Blackboard & Canvas, Zoom, Hootsuite, Microsoft Office Suite**Interest:** Writing, Networking, Fitness, Social Media **Volunteer Events:** ’17 WSU MLK Bike Ride, Ralph Bunche Summer Institute, FASFA Fridays WEBSITE:<https://solomonmedia.weebly.com/> LinkedIn: <https://www.linkedin.com/in/solomonpr/> |  | WORK EXPERIENCE |
|  | **Ren Cen Fitness -** Front Desk ReceptionistJune 2015–currentDowntown Detroit *Duties:* Greeted members, prospective members and guests, providing exceptional customer service, handling all front desk related activities, guest memberships, clean and sanitize restrooms, fitness equipment and gym floor**Wayne State University Humanities Center**Data Entry & Social MediaAugust 2016–current*Duties:* Created spreadsheets, verified data & Updating existing social media platforms (Facebook, Twitter & Instagram) **Wayne State HR Region B** Student Assistant January –May 2016Duties: Worked closely with the HR Manager to provide support as needed on highly confidential human resource matters and special projects. Maintain all electronic personnel/benefits files.Work with new hires to collect necessary paperwork.***Internships:******Wayne State Department of Marketing and Communications*** Fall 2017***-*** Social Media Writer***WDET Public Radio 101.9 FM*** *Summer 2017-* Digital Writer Detroit, 48201Grow Detroit’s Young Talent (GDYT) Intern**Vandyke & Horn Public Relations** January–May 2016Fisher Building Detroit, 48202Researching, evaluating data on a continuing basis, designing programs of action and communication to achieve the client’s necessary steps to the success of an organization’s aim•References- Available upon request. |