

Karisa E. Loy

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OBJECTIVE

To use my interpersonal skills and six years of business experience to help close-knit companies build business and successful relationships.

SKILLS

- ◆ Effective Communication
- ◆ Team Oriented
- ◆ Marketing & Sales
- ◆ Presentation Skills
- ◆ Customer Service
- ◆ Time Management
- ◆ Public Speaking
- ◆ Responsible Delegation
- ◆ Sense of Humor

EDUCATION

Radford University, Radford, VA
B.B.A. in Management
B.B.A. in Marketing
Overall GPA: **3.37/4.0**

May 2012

WORK EXPERIENCE

HeartFields Assisted Living of Fredericksburg

2006-Present

Fredericksburg, VA

Concierge

- Assist Executive Director, Marketing Director, and Residential Services Director as needed.
- Effectively communicate with employees, residents, families, and potential future residents by answering questions and providing pertinent information.
- Maintain positive first impressions via greeting the clientele at the front desk and manage a multiple line phone system efficiently and professionally.

Student Government Association

Spring 2012

Radford University

Senior Class President

- Planned, organized and executed Senior Week events.
- Worked with Board of Directors members to plan Commencement Ceremony.
- Delivered a speech on behalf of the Radford University student body at the Commencement Ceremony addressing an audience of approximately 10,000.

Zeta Tau Alpha Fraternity

Eta Nu Chapter, Radford University

New Member President

- Ensured completion of new member programs required by National Council.

Spring 2010

Service Chair

- Coordinated and executed community service programs in New River Valley Area.

Fall 2010

Executive Academic Achievement Chair

- Improved member's academic excellence through new programs and consultations.

2011

ACTIVITIES

- Member of Alpha Mu Alpha, National Marketing Honorary
- Radford University Honors Academy Student, 2008-2012
- Radford University Student Advocate, 2012
- Rho Lambda Society, 2011-2012
- Radford University Study Abroad: Australia/New Zealand, 2011
- Radford University Student Admissions Representative, 2010-2011