

KASEY T. MURDOCK

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www.kasey-murdock.com

EDUCATION

Bachelor of Arts, Emory & Henry College, Emory, VA December 2013
Major: Mass Communications

SKILLS

- Adobe In-Design
- Adobe Audition
- Microsoft Excel
- Final Cut Pro X
- Microsoft Word
- Microsoft PowerPoint
- Adobe Photoshop
- Microsoft Publisher

EXPERIENCE

Bank Teller March 2015-Present
Bank of Abingdon Abingdon, VA

- Effectively communicate with customers both in-person and over the phone
- Assist customers with banking solutions such as establishing checking and savings accounts
- Maintain confidentiality while dealing with very sensitive personal and financial information
- Serve as a first point of contact for customers which involves problem solving and delegating

Cashier/Courtesy Clerk February 2007-Present
Food City Chilhowie, VA

- Demonstrate impeccable customer service to ensure repeat business of a diverse customer population
- Maintain working knowledge of inventory and specials to efficiently process sales

Freelance Advertisement Designer August 2011
D & C Services

- Designed three print advertisements for an up-and-coming construction/maintenance company, which included a full page, half page, and a vertical advertisement

Public Relations, Design and Marketing Intern May-August 2011
The Town of Chilhowie Chilhowie, VA

- Charged with growing and maintaining the Chilhowie Farmers Market, which resulted in a 10% growth in vendor participation
- Designed multiple communications pieces including a press release, brochures and advertisements
- Assisted the Town of Chilhowie with pursuing a grant; grant proposal appeared in the Bristol Herald Courier

AWARDS

Eagle Scout, Boy Scouts of America 2008

REFERENCES

Mr. William "Bill" C. Boswell, Jr.
Former Town Manager
Town of Chilhowie
Chilhowie, VA 24319
276.646.5538

Ms. Elizabeth Eller
Former Head Cashier
Food City
Chilhowie, VA 24319
276.780.9449

Ms. Kelly Spencer-Hill
Former Public Relations Director
Town of Chilhowie
Chilhowie, VA 24319
276.759.3075