

ASIA GARRISON

| C: 314-265-6272 | asiagarrison@aol.com

Education

Bachelor of Science in Digital Media, May 2017
University of Central Missouri, Warrensburg, MO

Related Experience

The Lets Be Real Show Saint Louis, MO
Talk Show Host 9/2013-Present

- Creates weekly topics that were educational, informative and entertaining
- Responds to invitation for travel to various states, colleges and regional institutions to film live shows
- Educates audience about current issues, topics and college experience
- Record, edit and produce weekly episodes
- Maintain maintenance of website
- Enhanced social pages for show (Twitter, Facebook, Instagram)

Pinky Promise Movement Atlanta, GA
Intern 6/2016-8/2016

- Operated all social media pages for organization
- Planned summer schedule and created deadlines for projects
- Worked independently on assignments
- Presented ideas on how to better market, promote and advertise the organization
- Created weekly promotional videos for organization
- Composed weekly publication for online app

UCM Media Network Sports Page Warrensburg, MO
On-Air-Talent 8/2015-12/2016

- Delivered scripted and ad lib material with professionalism and personality
- Developed regular plans, gathered and assembled stories on sports and special project assignments
- Multitasked multiple stories and projects at once
- Demonstrated exceptional time-management skills by meeting all deadlines
- Created personal segment on show that involved interacting with sports fan
- Worked with videographer to gather and edit compelling stories
- Interviewed athletes and coaches
- Created and edited weekly scripts for upcoming shows
- Operated teleprompter

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Technical Experience

Microsoft Office Microsoft-PowerPoint Adobe Premier Proficient
Advanced IOS and Windows Banner iMovie

Employment

UCM Department of Public Safety, Warrensburg, MO

Communications Officer 3/2017- Present

- 911 Operator for campus
- Communicates via phone, email and radio with police offers and public in emergency and non-emergency situations.
- Provides customer service to students staff and faculty
- Operate banner system and various computer and communication equipment
- Assist with public relations and admissions
- Instruments strong written and oral communication skills

UCM Technology Support Center, Warrensburg, MO

Technology Support Specialist 8/2015-2/2017

- Documented all pertinent end user identification information, including name, department, contact information, and nature of problem or issue.
- Accessed software updates, drivers, knowledge bases, and frequently asked questions resources on the Internet to aid in problem resolution.
- Recorded, tracked, and documented the help desk request problem-solving process, including all successful and unsuccessful decisions made, and actions taken, through to the final resolution
- Field incoming help requests from end users via both telephone, email and work orders in a courteous manner
- Supplied answers to students, faculty and staff regarding UCM policies and procedures

Centennial Commons, Saint Louis, MO

Customer Service Analyst 5/2012 –8/2015

- Managed membership sales, program registration, minimal facility reservations
- Formulated recreation software and regular office equipment in an effective manner
- Enforced the rules and regulation of all facilities
- Handled cash handling procedures; balanced all transactions at the end of each shift and prepared individual deposits
- Mentored high school students

Sprint, Saint Louis, MO

Greeter 11/2014-1/2015 (Seasonal)

- Maintained a clean store environment

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- Recovered and replenished the store, executed merchandising directives and maintained visual merchandising presentations
- Succeeded as a role model, ensuring that customers remained top priority
- Implemented a Positive, friendly attitude, along with a customer service mentality

Leadership Roles

- Volunteer Writer for Mules Skinner
- Founder of Girls Room Movement
- Founder of God Bless the Queens Blog
- Film Producer/Director
- Founder of Lets Be Real Show
- Film Editor
- Mentor
- Member of Association of Black Collegians
- Member of Africana Studies Leadership Council