

Elma Kumbaro

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2853, 19th Place, SW
Largo, FL 33774

Education

University of South Florida St Petersburg, FL

May 2007

Major: Journalism and Media Studies

Concentration: Visual Communications

GPA: 3.9

New York Film Academy, New York, NY

October 2001

Concentration: Acting for Film and Television

Work Experience

Cache, Tyrone Mall, FL

Assistant Manager

2005 - 2007

Arranged visual presentations of windows and floor sets, issued purchase orders for new merchandise, and maintained inventory on weekly basis. Also, facilitated relations with preferred customers, set daily, weekly and monthly goals, and supervised 9 sales associates.

Casual Corner, Westshore Plaza, FL

Assistant Manager

2004 - 2005

Arranged windows, wall settings, signs, and mannequins, interviewed new hiring, set goals, and checked productivity on daily basis. Also, took part in making decisions with store manager and district manager in achieving maximum results.

Victoria's Secret Beauty, Kings Plaza, NY

Color Specialist

2002 - 2004

Set visuals and product display, arranged the color and make-up division, and facilitated daily appointments with preferred clients.

Unpaid Internship

Storyboard Studios, St Petersburg, FL

Spring 2007

Collaborate in producing music videos, commercials, and independent films.

Voluntary Work

Center for Civic Engagement, USF St Petersburg, FL

Spring 2007

Wrote news reports for the Center for Civic Engagement Newsletter.

Language Skills

Albanian, Italian and Spanish.

Software / Visual Skills

Photojournalism, Fireworks, Dreamweaver, Illustrator, InDesign, and Photoshop.

Honors

USFSP Department of Journalism and Media Studies Award - Undergraduate Overall Excellence Spring 2007.

USFSP Department of Journalism and Media Studies Award - Best Undergraduate Media Law Paper. (Communication Law) Spring 2007.

Student Involvement and Leadership Award Certificate of Achievement for acceptance into Who's Who Among Students in American Universities and Colleges 2006-2007

Dean's list every semester at USF, St. Petersburg.

Chancellor's list, every semester at USF, St. Petersburg.

Golden Key International Honors Society Invitee.

References

Academic: Tony Silvia, Director of Journalism and Media Studies, USF St. Petersburg, (727) 873-4047

Professional: Brandy Kolnicki, Co-Manager, Cache, (727) 510 - 0039

Personal: Kim Gilbert, alumna of USF St. Petersburg, Journalism and Media Studies (727) 946-2068