

Giancarlo Struse

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EDUCATION

Bachelor of Political Science / Minor in Film & Media Arts, THE UNIVERSITY OF TAMPA Tampa, FL

Study Abroad: Student on a two week travel course to Cuba where I learned about the countries' history, culture and political relationship with the U.S.

PROFESSIONAL EXPERIENCE

Medical Administrative Assistant (October - Present 2020)

Jersey Rehab & Pain Management

- Sending invoices, collecting payments and faxing records for patient medical document requests.
- Miscellaneous administrative duties as requested.

Marketing/Communications Intern (February - June 2020)

Arthritis Foundation Tampa, FL

- Assisting in the promotion of various events that aim to raise awareness about arthritis and increase the number of participants for their annual Walk to Cure Arthritis in May.
- Responsible for newsletter and social media campaigns.
- Face to face interactions with healthcare providers in the Tampa Bay area to help promote the organization's goals.

Office Intern (February - April 2020)

Florida First Tampa, FL

- Various administrative tasks to ensure day to day operations are being met.
- Quality control calling to confirm contacts are satisfied with our work.
- Organization/filing of voter registration forms.

Director of Communications (January 2019 - January 2020)

PEACE Volunteer Center at The University of Tampa

- Facilitated internal and external communication with organizations at The University of Tampa.
- Oversight on the student body's individual service hours (approving, denying, submitting).
- Coordinated and organized outreach projects to increase the student body's volunteerism.
- Managed a team of four desk attendants by delegating various tasks to increase workflow.

SKILLS

Computer: Adobe Premiere, Word, PowerPoint, Excel

Customer Service

Social Media Marketing

LEADERSHIP

Site Leader (September 2017 - May 2019)

Alternative Breaks at The University of Tampa

- Assisted in the planning and budgeting for immersive service trips around the country.
- Elected on to the executive board of this program, led trips to Everglades National Park and Eugene, Oregon to learn about conservation. Successfully built a hiking trail over the course of two weeks.

Scribe Chair (November 2017 - 2019)

Alpha Epsilon Pi Fraternity at The University of Tampa

- Elected as Scribe to the executive board, in charge of schedule management and chapter minutes. Recorded all important notes at chapter meetings and recruited brothers to attend on campus events based on their schedules.