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# Dania Massah

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## Objective

Seeking an entry level position as a Lawyer to utilize my strong customer service and organizational skills. Goal driven, and detail oriented, as well as very efficient with social media skills to be able to leverage my abilities in the legal field.

## Social Media Editing/Managing Skills

- Managed PenguinTeen and Flatiron publishing social medias
- Manage a vlog for ads on authors and their books/content creation
- Accomplished community engagement, analyzing data of prime online time
- Received an internship based on my content creation skills
- Achieved best creative graphic design and editing

## Customer Service Skills

- Earned a raise due to treating customers with respect at bath and body works
- Managed the emails and messages for social media because of my quick and respectful responses
- Placed front desk at hospital because I was able to help customer needs

## Technical Writing Skills

- Helped coworkers to handle and edit any business written work
- Managed the writing in logos, book reviews, and beta reading

## Organizational skills

- Given different tasks at bath & body works such as both cash register and reshelving
- Content creation has set activity and post time to keep things consistent
- Handled the paperwork at the hospital when having to receive and send to a manager

## EMPLOYMENT HISTORY

### Bath & Body Works- Schaumburg, IL

Cash Register, 2022-PRESENT

### Penguin teen/Random house-Online

Social Media, September-December 2022

### Flatiron Publishing-Online

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Social Media, October 2023-PRESENT

## **EDUCATION**

**Schaumburg High School**, Schaumburg, IL

High School Diploma

**University of Illinois at Chicago**, Chicago, IL

Third Year, Bachelors in English specializing in Rhetoric and Criminal Law,  
2021-Present

## **Volunteer Positions**

**St. Alexius Hospital**, Hoffman Estates IL

Front Desk services, 2020-2021

**References:** References available upon request