

### **3. Ability to communicate both orally and in writing.**

Having earned an Associate's degree in Business Administration and currently working on my Project Management Certification, I have excellent written and oral communication skills. I have prepared numerous reports, writing assignments and oral presentations in order to earn good grades in classes. I routinely work in teams on projects and communicate thoughts, ideas and information in a clearly understood manner. I freely express myself and use plain English writing and speaking skills in order to be understood. I write both theory and fiction papers.

While at National, I was tasked to develop and present a 30-minute presentation. I independently compiled information, created a theme and conducted an audience analysis. I wrote the speech and included an opening, body and close. I practiced the presentation and delivered it before an audience of over 300 people. It was very well received.