Celia Sampaio

celiasampaio@utexas.edu – (832) 506 1343 –<https://www.linkedin.com/in/celia-sampaio-1b0250208/>

Portfolio – [www.celiasampaio.com](http://www.celiasampaio.com)

**EDUCATION**

         University of Texas at Austin, Moody College of Communication

         Bachelor of Journalism

         Minor in Media and Entertainment Industries

**EXPERIENCE**

Leading Ladies Chapter President, 2017-2018

* Planned multiple non-profit charity events
* Conducted bi-weekly meetings
* Handled expenses and budgeting
* Managed a chapter of over 100 other young women in the organization

Adytum Salon, 2016 – 2019

* Handled booking of appointments and maintained schedules
* Organized and calculated inventory
* Answered phone calls and helped customers
* Cleaned and organized the salon

Nanny, Summer 2021- Fall 2021

* Worked as a nanny caring for three children ages 6-11
* Drove children to and from extracurricular activities and events
* Prepared meals and snacks
* Handled grocery shopping and other errands

**SKILLS**

* Experienced in Adobe Premiere Pro and Rush
* Experienced in Adobe Audition
* Creative and passionate about assignments
* Motivated when learning new skills and programs
* Proficient in customer service