**Mitchell Popovic**

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***EDUCATION***

 **University of South Florida,** Tampa, FLexpected May 2021

 Bachelor of Arts in Communication

3.69 GPA

 **Eastern Florida State College,** Palm Bay, FLMay 2017

Associates in Arts Degree

3.75 GPA

***PROFESSIONAL HISTORY***

**Self-Published Author,** South Bend, INMay 2014 – Current

*Novelist*

* Write original stories.
* Maintain publishing accounts.
* Attend privately organized events for sales and public relations.
* Maintain active communication with beta readers, editors, and members of the media.

**Essentially Chas, LLC,** Nora, VAApril 2019 – April 2020

*Editing Assistant*

* Worked virtually under Kathy Snead-Williams, former Marketing Manager.
* Edited and updated discrepancies in talent’s material (full-length novels, novellas, and short-stories) according to the tailored public relations strategy.
* Maintained the inventory list for talent material and associated public relations strategies.

**Palm Beach RV,** West Palm Beach, FLMay 2015 – January 2016

*Receptionist and Junior Sales Associate*

* Received, organized, and facilitated internal communications and documents.
* Communicated with customers, suppliers, vendors, and maintenance staff for requests issued.
* Maintained & updated inventory documentation over Microsoft Excel, including legal documents.
* Operated in RV Fairs as a member of the sales team.
* Handled in-store sales to excess customers for pre-used units.

**Amici Pizzeria,** West Palm Beach, FLJuly 2014 – February 2015

*Head Waiter*

* Waited tables.
* Bartended in a back-up capacity.
* Led wait staff during morning-noon shifts.
* Assisted with handling communication with customers in-store and over the phone.
* Maintained the delivery and carry-out sections.

***HONORS & AWARDS***

University of South Florida Dean’s List Fall 2020

Eastern Florida State College Honor’s ListSpring 2017

Eastern Florida State College President’s ListSpring 2016 & Fall 2015

Eastern Florida State College Dean’s ListFall 2016 & Summer 2016

***EXTRACURRICULAR ACTIVITIES***

**Phi Gamma Delta,** Tampa, FLJanuary 2020 – current

*Member*

* Participate in fraternity fundraisers, events, and the democratic creation of our organizational strategy.
* Maintain social networking with nonaffiliated students for recruitment purposes, Greek affiliated students for third party events, and internal networking with graduate members of the fraternity.

**Palm Beach Skate Zone,** Lake Worth, FLSummers 2017 – 2019

*Men’s Hockey League Player*

* Participated in social networking with professionals who share a love for the sport of hockey and continued maintaining those social networks with professional members of the community over an extended period of time.
* Played the sport of hockey.

***SKILLS & CERTIFICATIONS***

Microsoft Office CertificationDecember 2016