

# Mwase Potts

Boston, MA

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+1 617 936 9090

I am a social butterfly with a desire to advance my career in hospitality. "Ready to work and help build the vision of the brand."

## Work Experience

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### **Tour Guide**

Black Boston Tours and Transportation - Boston, MA

March 2023 to Present

I conduct walking and mobile tours for large and small groups that are specific to a historical black Boston niche and/or personalized tours tailored to a travelers needs.

### **Creative Consultant**

Bostons Black Ancestral Trailblazers - Boston, MA

December 2022 to Present

I write and produce title songs, Create and edit Introduction videos, write for the podcast script, conduct in field and studio interviews and represent the company at events.

### **Customer Service Representative**

Team Car Care-Jiffy Lube - Boston, MA

October 2021 to October 2022

Manage sales, supervisor for floor staff, managed finances and dealt directly with nearly every customer that contacted the establishment during my tenure.

## Education

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### **Some college in Communications**

Milwaukee Area Technical College - Milwaukee, WI

August 2017 to September 2019

## Skills

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- Public Relations
- Video Production
- Social Media Management
- Adobe Photoshop
- Digital Marketing
- Conflict management (3 years)
- Events Management

- Content Creation
- Marketing
- Event Planning
- Spanish (10+ years)

## Certifications and Licenses

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### **Toastmasters Facilitator**

September 2008 to Present

Certified expert in communications.

### **IC3 computer training**

October 2012 to Present

Basic computer skills