

Caitlin N. Kempinski

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**EDUCATION** Manhattan College, Bronx, NY Expected May 2015

Bachelor of Arts in Communication, Concentration in Public Relations

Minor in Marketing, GPA: 3.40

*Relevant College Studies:* Introduction to Public Relations, Public

Speaking and Presentation, Writing for Public Relations, Strategic

Planning for Public Relations, Web Design

Dean’s List: Fall 2012, Spring 2013

**EXPERIENCE: Vice President**

*PRSSA | Manhattan College* September 2013- Present

* Assist President with all club duties including planning events and club activities
* Manage student-run public relations firm, Uptown Consulting
* Serve as account executive to clients of Uptown Consulting

**Peer Career Advisor**

*Center for Career Development | Manhattan College* September 2013-Present

* Review student resumes and make necessary changes
* Complete Professional Pathways Program in Career Development
* Participate in workshops such as Mock Interview and LinkedIn workshops

**Public Relations Intern**

*K Public Relations | New York, NY* September 2013-Present

* Create editor bios for media events
* Compile clippings of all media featuring clients including magazines and blogs
* Assist Account Executive with day to day tasks

**Summer Public Relations Intern**

*Condron & Company | Scranton, PA* May 2013-August 2013

* Assist President and Vice President with various tasks such as writing and assembly of media kits, event planning and client services
* Perform account related research; which includes social media and compiling media placements
* Provide creative brainstorming assistance

**SKILLS**

* Knowledge of Cision and Adobe Dreamweaver
* Event Planning, such as Cabot Oil and Gas Family Picnic
* Public Relations Writing, including press releases, media advisories and fact sheets