

Julia Capodicasa

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Objective To build upon my knowledge of event planning, public relations and business, and add to the experiences and skills gained during four years of solid education. Obtain a position with an organization that values the customer and is progressive in the field.

Education **Marist College**, Poughkeepsie, NY May 2012

Bachelor of Arts in Communications

Concentration in Public Relations, Minor in Business Administration

Graduated *cum laude* and Dean's List

Sigma Sigma Sigma sorority, Campus Ministry, Communications Arts Society, Business Club, Senior Class Gift Committee

Ketchum's Mindfire Spring 2012

Participated in business challenges for Fortune 500 clients. Mindfire is a global crowd sourcing, invitation-only community hosted by communications agency, Ketchum.

Pink Out, Poughkeepsie, NY October 2011

Planned, organized and fundraised for a new breast cancer awareness event on Marist's campus, which raised over \$1000. Advertised with social media, signage and Marist Television.

Experience **WFAN-Sports Radio**, New York, NY

Promotions Assistant

March 2013-Present

Promotional and Marketing Intern

June 2010-August 2010

Organize, plan and execute offsite events and contests, including a contest to find a new radio personality. Contact contest winners, manage prize claims.

Norman's Hallmark, Fanwood, NJ

May 2006-Present

Supervisor/Gourmet Specialist

Train and supervise employees, design creative, custom gift baskets for special occasions. Staff cashier and gift-wrapping stations and provide customer service and assistance.

Gita Group, New York, NY

June 2011-August 2011

Public Relations Intern

Created news clips and contacted clients for future events. Assisted in planning and running of launch events for clients' new products. Provided administrative assistance for publicists.

Marist College Card Office, Poughkeepsie, NY

March 2010-May 2012

Office Assistant

Created social media pages for the office to help promote office functions. Designed student ID cards, troubleshot issues, added funds and provided customer service for parents and students. Revamped the office's organization systems and organized office events.

Travel **Backpacked Europe**

August 2012- September 2012

Experience **Study Abroad**, Deakin University, Australia

February 2011-June 2011

Marist College Spring Attachment, Greece & Turkey

June 2010

Skills

Social Media expertise, PC and Macintosh literate, MS Office Applications, MS Internet Explorer, Windows, trained on a SmartBoard, experience using Blogger