

Charlotte Jane Leland

<http://charjaneleland.wix.com/charlottecv>

221 Ocean's Edge Drive
Ponte Vedra Beach, FL 32082

Phone: (904) 955-1482
charlotteleland@gmail.com

A University of Florida graduate with a Bachelor of Science degree in public relations seeking full-time employment

Relevant Experience

Southern Legal Counsel, Inc.

January 2013 – April 2013

Communications Intern: Created a website for the SLC Education Protection Fund; created an SLC news channel on YouTube; developed and maintained media lists; tracked media coverage of SLC and relevant legal issues; drafted copy for SLC website and social media; drafted reports and other documents fundamental to SLC's communications strategy; developed communications strategies for policy advocacy, litigation and development efforts.

Littlewood Elementary School

August 2012 – November 2012

Classroom Assistant for a 5th grade math and science class: Graded classwork, tests, homework and quizzes; filed papers and performed miscellaneous tasks for the teacher; helped students with homework, tests, quizzes and in-class assignments.

University of Florida Division of Student Affairs

July 2012 – August 2012

Hazing Prevention Campaign Research Director: Organized and scheduled focus groups to research the culture of hazing that exists on UF's campus; created and distributed surveys to students who are members of student organizations at UF; created a campaign book and gave a presentation to the UF Division of Student Affairs.

Hilton Garden Inn

December 2010 – March 2012

Guest Services Representative: Handled guest check-ins and check-outs; scheduled hotel reservations; assisted the Sales Director with group reservations for various businesses and athletic teams; answered phone calls on a multi-line phone system.

Night Auditor: Balanced money and rolled over the business day in the computer system.

Waitress: Assisted the Food and Beverage Director; prepared the dining room and buffet area for guests; waited on guests who included business groups and sports teams.

Vicar's Landing

July 2005 – July 2006

Waitress: Waited on residents of the retirement community in a formal dining room setting; helped prepare breakfast, lunch and dinner; cleaned kitchen and dining room.

Education

University of Florida

Bachelor of Science in public relations with an Outside Concentration in education

3.06 GPA

Graduated on May 7, 2013

References

Brandy Gillespie – 5th grade Math and Science Teacher at Littlewood Elementary

Phone: (352) 955-6712

gillesbo@gm.sbac.edu

812 NW 34th Street

Gainesville, FL 32605

Nell Page – Southern Legal Counsel Development Director

Phone: (352) 231-3211

nell.page@southernlegal.org

1229 NW 12th Avenue

Gainesville, FL 32601

Jodi Siegel, JD – Southern Legal Counsel Executive Director

Phone: (352) 271-8890

jodi.siegel@southernlegal.org

1229 NW 12th Avenue

Gainesville, FL 32601