

# JACQUELINE WILDE

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## EDUCATION

*Graduated* University of Rhode Island, Kingston, RI  
*May 2015* Bachelor of Arts, Communication Studies  
Minor: Public Relations

*January 2014-* University Autonoma of Barcelona  
*May 2014*

## EMPLOYMENT

### Assistant Marketing Intern

*January 2015-* Elle G Boutique, Wakefield, RI  
*May 2015*

- Managed and updated Elle G's social presence by creating creative content for Facebook and Instagram
- Actively participated in planning and organizing promotional events
- Maintained in-store merchandising and design
- Assisted with website redesign and marketing strategy

### Hotel Front Desk Clerk

*May 2014-* The Palms Hotel, Ocean Beach, FL  
*August 2014*

- Handled guest check-in as well as other general services (check-out, billing and other queries)
- Managed customer complaints and resolved reservation booking errors
- Kept records of room availability and guests accounts

### Marketing and Group Sales Intern

*September 2013-* Ryan Center and Boss Ice Arena, Kingston, RI  
*January 2014*

- Assisted in game-day activities, promotions and set-up
- Facilitated in the development of grassroots and viral marketing campaigns for various events
- Aided Director of Marketing with updating of Ryan Center and Boss Ice Arena social media
- Wrote multiple press releases

### Server

*May 2012-* At Your Service Fine Food and Catering, Sayville, NY  
*August 2012*

- Built and maintained customer relationships by providing excellent customer service
- Answered questions regarding prices, substitutions, quality or quantity of menu items
- Multitasked in fast paced environment and worked effectively as a team member

## AFFILIATIONS/VOLUNTEERISM

*November 2011-* Alpha Phi International Women's Fraternity, Iota Delta Chapter  
*November 2012*

*January 2009-* St. Catherine of Siena Medical Center, Smithtown, NY  
*December 2009*

## SKILLS

### Technical

Microsoft Office  
Adobe Creative Suite  
Data Analytics

### Social Media

Facebook  
Twitter  
Wordpress  
Blogging  
Hootsuite

### Personal

Public Speaking  
Teamwork  
Internal  
Communication  
Time Management