

Laura Kershner  
413 South Matlack Street, West Chester, PA 19382  
LK766069@wcupa.edu  
609-417-4646

### **EDUCATION**

**West Chester University of Pennsylvania, West Chester, PA: August 2011-Present**

- Expected date of graduation and degree: May, 2015
- Bachelor of Arts in Communication Studies
- Minor in Business & Technical Writing

**Selected Courses:**

- Public Speaking, Communication Theory, Communication Research, Mass Communication, Effective Writing, Strategic Writing in the Workplace, Interpersonal Communication, Nonverbal Communication, Small Group Communication, Intro to Management, Business and Organizational Writing, Intro to Public Relations, Strategic Social Media, Event Planning, Technical Writing, and Organizational Communication

**Study Abroad, Florence University of the Arts, Florence, Italy: June 2014-August 2014**

- Completed coursework in Social Media and International Marketing

### **EXPERIENCE**

**Intern, Chester County Economic Development Council, West Chester, PA: January 2014 to present**

- Organized and planned non-profit events
- Entered contacts into salesforce and created new campaigns
- Created events of Eventbrite
- Assisted with day to day work

**Intern, Blue Dog Printing and Design, West Chester, PA: August 2013 to December 2013**

- Filing important paperwork detailing tasks that need to be completed
- Developing creative ideas for the business such as, hanging up designs on walls and helping to design logos and websites
- Assisting with day to day work

**Server, Bob Evans Restaurant, Exton, PA: September 2013 to Present**

**Server, Perkins Restaurant and Bakery, Moorestown, NJ: May 2013 to Present**

**Hostess, Texas Roadhouse, Concordville, PA: August 2012 to May 2013**

- Greet patrons followed by taking their orders, making sure the order is correct
- Organize food presentably followed by serving
- Exhibit grace under pressure in fast paced environment
- Greet and seat patrons, organize lists of names and tables for accurate wait times, and update the restaurant's seating availability
- Work part-time while attending West Chester University classes full time

**Cashier/Server, [Chick-fil-A](#), Marlton, NJ: February 2010 to January 2013**

- Worked as cashier and server for fast food chain while attending high school and during college breaks
- Responsible for opening and closing restaurant, taking orders, counting money and keeping the restaurant clean and organized. Provided prompt service while fulfilling orders to ensure customer satisfaction.

### **COMPUTER SKILLS**

- Experienced in Microsoft Word, PowerPoint, Excel

### **OTHER ACTIVITIES**

- Adopt-A-Block
- Participated in various intermural soccer teams run by West Chester University

