
KIREE ROBINSON

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Summary

Charismatic and persuasive Public Relations student offering expertise in public speaking, advertising and media relations. Superb writer and editor who communicates effectively with target audiences through strategic brand management and PR campaigns.

Highlights

Customer service-focused	Persuasive negotiator
Adobe inDesign and Photoshop	Punctual and professional
Copy-writing and copy-editing	Organized and efficient
Deadline-driven	WordPress
Exceptional writer	Motivated team player
Exceptional multitasker	Sound judgment
Decisive problem solver	

Accomplishments

A member of the Urban League of Rochester's Black Scholars and earned a diploma from the International Baccalaureate Program.

Experience

MARKETING INTERN

(07/2013 -)

Boydell & Brewer

Rochester, NY

Internship with the North American branch of a Suffolk, UK based publishing company. Put together marketing and promotions material for authors. Used programs such as Adobe inDesign, Microsoft Excel, Microsoft Word, and Adobe Photoshop. Created promotional and informational pamphlets and leaflets for the company. Kept inventory books. Communicated with authors, advertisers, sellers, editors, and reviewers regarding promoting and advertising books.

SALES ASSOCIATE

(08/2012 - 10/2012)

Game Stop

Rochester, NY

Computed sales prices, total purchases and processed payments. Described merchandise and explained operation of merchandise to customers. Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices. Recommended merchandise based on customer needs. Explained information about the quality, value, and style of products to Influence customer buying decisions. Replenished floor stock and processed shipments to ensure product availability for customers.

SALES ASSOCIATE

(07/2011 - 07/2012)

Empire Comics

Rochester, NY

Computed sales prices, total purchases and processed payments. Described merchandise and explained operation of merchandise to customers. Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices. Recommended merchandise based on customer needs. Explained information about the quality, value, and style of products to Influence customer buying decisions. Replenished floor stock and processed shipments to ensure product availability for customers. Managed the store's online outlets on Amazon, eBay, and Yahoo. Was responsible for very rare and expensive comic books and collector's items.

TEAM MEMBER

(06/2011 - 08/2011)

Dunkin Donuts**Rochester, NY**

Worked at cash register. Maintained appearance of store by cleaning the dining area, behind the counter, and bathrooms. Kept pastry case clean and organized. Engaged in store opening duties including (but not limited to) – baking bagels and muffins, making the first batches of coffee and tea for the day, placing new baked goods on the display behind the front counter, and checking the food and drinks for quality.

Education

Associate of Science: Public Relations**2014**

Monroe Community College

Rochester, NY, USA

Bachelor of Arts: English

University of Rochester

Rochester, NY, USA

High School Diploma**2010**

Wilson Magnet High School

Rochester, NY, USA

International Baccalaureate Program