

Profile

Dedicated student, with passion for creating startling events and inventing branding ideas for a life changing company. Provides a long background in all aspects of the public relations industry, including writing, planning, and budgeting. Determined to learn as much as possible through peers, mentors, and future management.

Experience

PUBLIC RELATIONS INTERN, IMAGINATION DIGITAL MARKETING; GLASSBORO, NJ — 2015

Redesigned company website and maintained social media accounts. Delivered media kits and contact lists for customers. Analyzed current competitors and provided detailed media plans.

MAIN OFFICE ASSISTANT, ROWAN RECREATIONAL CENTER; GLASSBORO, NJ — 2012-2014

Greet members of the gym with strong, effective customer service skills. Finalize cash, check, and credit card transactions via telephone or face to face. Promote memberships, group fitness classes and nutrition services. Maintain excellent knowledge of the facility, its history and current events about the facility/campus at all times. Use timely judgement when faced with dissatisfied customers.

SPECIAL EVENTS INTERN, NEWARK MUSEUM; NEWARK, NJ — 2010-2012

Assisted Director of Special Events. Directed catering and decorating staff to assigned positions. Designed and called for printing of menus, place cards, event directions, etc. Assisted in planning events such as birthday parties, weddings, anniversary parties, exhibit launches, etc. Submitted a final report of the details of each event. Constructed a scrapbook of pictures from events to show prospective customers. Manually designed table setting and various decorations

Education

Rowan University, Glassboro, NJ — Bachelors in Public Relations, 2015

Skills

Event planning, public relations, event management, Facebook, social media, social networking, public speaking, PowerPoint, media relations, blogging, Microsoft Office, Instagram, Twitter, Tumblr, strategic communications, etc.