

Molly Dubs

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Education

Bloomsburg University of Pennsylvania

Bachelor of Arts in Mass Communications

Concentration in Public Relations

Skilled in American Sign Language

May 2015

Work Experience

Conventures, Inc. (Boston, MA)

June 2015 – Present

Sports Management Intern

- Assist the sports management department in the planning, promotion, and execution of multiple events
- Events include: Boston Aids Walk, JP Morgan Corporate Challenge 5k, Franciscans Children's Hospital 5k, Boston Seafood Festival, Firefighters 10K, Medal of Honor Convention, and Tufts 10K for Women

Office of Greek Affairs (Bloomsburg, PA)

April 2014 – May 2015

Student Assistant

- Responsible for creating and distributing promotional material
- Help manage social media accounts
- Assist with all events on and off campus with the community
- Manage all front desk duties, including but not limited to answering general emails, phone calls, and assist with all students, staff and alumni.

Philadelphia Union, Major League Soccer team (Philadelphia, PA)

May 2014 – August 2014

Marketing Intern

- Responsible for assisting the marketing and operations department
- Managed the Philadelphia Union Supporters Club, including creation of monthly newsletters
- Ran Supporters check-in on game days
- Worked multiple grassroots and promotional events

Leadership Experience | Bloomsburg University of Pennsylvania

College Panhellenic Council

August 2013 – May 2015

President, Vice President

- Manage sorority recruitment
- Arrange and facilitate weekly council meetings
- Work side-by-side with the Inter Fraternal Council President
- Organize community service Events for Greek Life

Phi Iota Chi Sorority

Treasurer

August 2013 – May 2014

New Member Educator

August 2013 – October 2013

New Student Orientation

Student Leader

February 2012 – May 2014

- Achieved position in top paid leadership role; participate in leadership training sessions
- Developed efficient leadership and team building skills
- Facilitated on-campus workshops and tours; communicated efficiently with parents and students
- Conducted interviews for potential new employees in the orientation office

Achievements

Greek Woman of the Year

2015

Bloomsburg University of Pennsylvania