

# Christina E. Carey

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## EDUCATION

### Bachelor of Science in Telecommunications: Media & Society

University of Florida, Gainesville, FL

College of Journalism and Communications

May 2015

## TECHNICAL SKILLS

- Computer: Proficient in Microsoft Office (Excel, Office, Word & PowerPoint), Basic Programming in HTML5 & CSS3
- Comfortable with various forms of social media outlets (Facebook, Instagram, Twitter, Word Press)
- Blog: <http://www.cecarey2011blog.wordpress.com>
- Language: American Sign Language (Conversational)

## EXPERIENCE

### Robert E. McNair Scholar Program Student Assistant

February 2014 - Present

University of Florida

Gainesville, FL

- Helped organize files and other documents throughout the office.
- Greeted incoming scholar students as well as answer incoming phone calls.
- Printed documents, created documents, made copies, and handled confidential information in a professional manner.

### The University of Florida Academic Health Center Assistant

September 2012-August 2013

UF & Shands Hospital, Division of Pulmonary Data Entry

Gainesville, FL

- Assisted in entering data into IntelliTrial, RedCap, the Transplant Tissue Bank and other databases.
- Printed letters; made copies, registry and handled record retention and any other special projects.

### Cosmetic & Fine Fragrance Sales Associate

May 2012- August 2012

Macy's

Aventura, FL

- Ensured customer satisfaction in a continuous fast paced environment
- Teamwork oriented with the ability to work in a learning environment with a drive to meet and exceed performance expectations or goals.
- Calculated cash balances to maintain consistent financial records at the end of each shift.

## AWARDS/ AFFILIATIONS

Recipient, Florida Medallion Scholars Award

June 2011- Present

Recipient, Tolbert Children's Educational Benefit Scholarship

June 2011- Present

Volunteer, Habitat for Humanity

April 2013 -Present

Member, Unity Public Relations Association

January 2013 – Present

## ACTIVITIES

### Social Media Team Member

January 2013- May 2013

UF Victoria Secret Pink

- Developed ways to raise awareness about PINK via social media
- Contributed to creating content and campaigns for our social media outlets and blog
- Increased our reach and impact on social media outlets

### Marketing/ Public relations Committee & Street Team Member

August 2012- February 2013

Florida Invitational Step Show (FISS)

- Marketed FISS by contacting organizations, created commercials, and promoted the event through social media.
- Aided members in passing out flyers to increase ticket sales.
- Helped facilitate and created content on FISS social media sites: Facebook, Twitter and Instagram.
- Helped raise over \$250 within a week for breast cancer through social media.
- Participated in a breast cancer walk, and increased my awareness about breast cancer, and helped spread awareness.

### Productions & Blood Drive Volunteer

September 2011-October 2012

UF Homecoming Soul Fest

- Assisted with decorations for the multicultural outdoor showcase
- Developed marketing and promotional skills by advertising through; social media, Twitter, Facebook;
- Created skits to excite the students throughout the campus about the event.
- Contributed to the success of Soul Fest blood drive by helping them receive 80+ blood donors.

## REFERENCES

Available Upon Requests