

LAUREN C. RANDALL

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OBJECTIVE

To bring to a Public Relations firm a strong work ethic and a commitment to academic excellence coupled with communication and public relations skills developed through jobs and a PR internship.

EDUCATION

B.A. – Communication with Public Relations Concentration

May 2011

North Carolina State University – Raleigh, NC

Relevant Coursework: Communications Theory; Public Speaking; Organizational Communication; Editing; Introduction to Public Relations; Problems in Public Relations; Interpersonal Communication.

EXPERIENCE

Legal Assistant

September 2010- present

Schiller & Schiller Law Firm – Raleigh, NC

- Developed client correspondence, scheduled appointments, filed documents with courts, maintained client files, and performed basic accounting and notary services.

Public Relations Intern

May- August 2010

ClearImage PR - Raleigh, NC

- Gained experience in client marketing, sales, and public relations activities.
- Provided event promotion designs as part of planning and implementation of The Tech Exec, a regional quarterly executive networking event.
- Created and updated databases for interactive gaming division.
- Researched potential clients, completed content analysis, and designed newsletter for GamesBizWire news release service.

Waitress

June - September 2009

Houlihan's Restaurant Corporation – Raleigh, NC

- Coordinated room set-up, menu planning, and special arrangements for groups totaling 150+.
- Assumed leadership roles in resolving computer problems and trained new staff employees.

Sales Representative

November 2008 – April 2009

Abercrombie and Fitch – Raleigh, NC

- Maintained inventory and set up merchandise displays.
- Trained new employees and recognized as “go-to” person for dealing with difficult customers.

VOLUNTEER WORK

NCSU Campus Child Care Center - Volunteer

2007 - 2008

Meals on Wheels, Raleigh, NC - Volunteer

2006 - 2007

ORGANIZATIONS

Lambda Pi Eta - Beta Chapter - Current member of Communication Honor Society at NCSU

PRSSA - Current Member of Public Relations Student Society of America at NCSU

TECHNICAL SKILLS

- Microsoft Office Suite
- Word Perfect
- DreamWeaver
- Windows XP
- Digital Photography Experience
- Picassa