

kyra troiano

617.480.1711 ♦ kyratro@gmail.com

OBJECTIVE

Further implement my acquired skills and knowledge to make a positive contribution to an organization, while gaining experience in the field.

PROFILE

Enthusiastic **team player**
Effective **multi-tasker** with an eye for detail
Independent **problem-solver**, skilled researcher
Efficient **organizer and delegator**
Generator of **intelligent and honest** work
Contributor of quality results under pressure

EDUCATION

Boston University: Boston, Massachusetts
Public Relations 2007 - 2011

WORK EXPERIENCE

Ruby Media Group (1/15/10-present)

Public Relations Intern: creating philanthropy pages for client webpage, press clippings for website designers, daily twitter posts for various clients, ongoing social media content management, HARO queries responses and magazine column contributor and marketing initiatives.

Valley Ayurveda Wellness Center (5/15/10-9/1/10)

Marketing Assistant: management of marketing, PR and advertising for a start-up company, communication with local press, strategizing marketing for grand opening

The Spa at Newton Highlands (9/1/10-present)

Receptionist/Floor Manager: phone calls, bookings, customer hospitality, floor maintenance (sweep, laundry, etc.) opening/closing of salon, cashing in/out, stylist assistant

Management Recruiters Inc. - The Boston Group (5/15/10- 9/1/10)

Marketing/PR Intern: revamping online social networking, introducing new marketing tactics

Institute for Geriatric Social Work (09/01/09 – 6/1/10)

Assistant to Grants Administrator: website management, press releases, brochure editing, annual conference planning, editing of educational materials, financial documentation and general office work

Freelance Office/Personal Assistant (09/01/08 – present)

Student Enrollment Office: Boston University (11/01/08 -12/01/09)

Catering on the Charles: Boston MA (09/01/07 - 05/01/08)

Personal Trainer for the Elderly/ PCA (10/01/09 -11/15/09)

TECHNICAL SKILLS

Web 2.0: Twitter, Facebook, YouTube, Blogger, LinkedIn, etc.

Online communication: Skype, Instant Messaging, iChat, ooVoo etc.

Microsoft: Office Suite 2007, Outlook

Adobe: Illustrator, In Design, Photoshop

Computer Programs: Salons Iris (bookings) SmartView (website management system)

Internet research and online journal databases

OUTSIDE OF DEGREE PROGRAM

Financial Accounting (AC221)

Marketing Course (SM299)

Microeconomics (EC102)

Organizational Business (SM299)

Macroeconomics (EC101)

American Sign Language (DE570-571)