

Duruo Murray

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EDUCATION

Babson College, Wellesley, MA

Expected May 2021

Bachelor of Science in Business Administration

Honors: Posse Foundation Full-Tuition Leadership Scholarship (2017-2021)

Manhattan Village Academy, New York, NY

June 2017

Cumulative GPA : 92.11%;

Relevant Coursework: AP US History, AP English Literature and Composition, AP Calculus, AP World History, AP Psychology, AP European History, AP Macroeconomics, Personal Financing with Baruch College

EXPERIENCE

Penguin Young Readers

June 2018-August 2018

Publicity Intern

- Wrote pitch/press release letters for publicists to sent to potential reviewers
- Responsible for update all publicity system with new media alerts and blog schedules
- Brainstormed publicity ideas for Summer 2019 book releases
- Contacted potential clients to collaborate with authors of upcoming books for 2018

Deutsche Bank, New York, NY

June 2017-August 2017

Human Resources Intern

- Assisted COO of Deutsche American Bank in daily operations
- Screened, on average, 60 prospective job applicants resumes and criminal backgrounds daily.
- Maintained all electronic personnel/benefits files including 401k and payroll

CariBBEING, New York, NY

February 2016-August 2016

Events and Promotions Intern

- Managed Facebook and Instagram accounts that to promote CariBBeing
- Brainstormed and implemented sweepstakes to build interest and awareness for the organization
- Organized community internal and external events to raise awareness about the organization

Reel Works, Brooklyn, NY

September 2015- April 2016

Peer Mentor

- Instructed 14 teenagers participating in the Fall Production Lab assisting training in filmmaking techniques, exposure to editing software, camera maintenance, story development

ACTIVITIES

Babson PRIDE: Wellesley, MA

February 2018-Present

VP of Marketing

- Create advertisements to promote PRIDE events on and off campus
- Manage all social media accounts that promotes the organization
- Schedule meetings for collaboration with other organizations

ONE, Origins of Necessarily Equality: Wellesley, MA

August 2018-Present

VP of Marketing

- Create advertisements to promote the organization
- Manage the social medias accounts that promote events that occur on campus
- Responsible for creating video content for organization promoting the mission statement of ONE

SKILLS

Technical: Proficiency in Microsoft Word, Excel, Powerpoint, Office

Languages: English (Native), French (Native), Urdu (Conversational), Punjabi (Conversational), Arabic (Beginner)