

Maria Malonoski

Consumer/Fashion Intern (Unpaid)

Phoenixville, PA - Email me on Indeed: [indeed.com/r/Maria-Malonoski/4ad9d6d55cfd956b](https://www.indeed.com/r/Maria-Malonoski/4ad9d6d55cfd956b)

WORK EXPERIENCE

Consumer/Fashion Intern (Unpaid)

Lippe Taylor - New York, NY - December 2011 to February 2012

- Worked on David's Bridal account as I created media lists using Cision Point, complied research, assembled placement mock-ups, filled out credit checks and loaners, and kept inventory of the bridal gowns, prom dresses, accessories, handbags, and shoes.
- Worked on Coffee-Mate as I helped put together a recipe book, sent out samples to possible clients and celebrities, and helped put on an event.

Corporate Social Responsibility Intern (Paid)

Coordinated Global Month of Service - Newtown Square, PA - June 2011 to August 2011

- Worked on the 7 Billion Campaigns in which SAP held various informational sessions and launched "Change for the World".
- Coordinated Global Month of Service efforts to promote volunteerism within SAP that is driven by CSR helping with: communications elements and assistance with the execution of the communications plan.
- Refined social networking concepts for Corporate Social Responsibility team (CSR).
- Created and presented a Social Partnership Pack to the Director of CSR and Global Corporate Giving & Employee Engagement.

Corporate Communications Intern (Paid)

Comcast Corporation - Philadelphia, PA - June 2010 to August 2010

- Drafted communications materials: pitching materials, press release, and executive biographies
- Compiled targeted media lists for proactive research
- Compiled press clip packages by monitoring press coverage of major company announcements
- Helped support and coordinate special events
- Created and presented a comprehensive Search Engine and Press Release Optimization strategy to the Corporate Communications team.
- As part of the Corporate Communications Digital Team, worked to further Comcast's social media footprint, driving traffic to corporate blog (Comcast Voices) and using social media as a more effective tool.
- Scripted, hosted and edited video blog series "Intern on the Street, " and wrote an accompanying blog post on Comcast Voices

Hostess

Champs Restaurant - King of Prussia, PA - June 2009 to August 2009

- Worked as a hostess at a sports restaurant and bar.
- Responsible for opening and closing the hostess stand, placing to-go orders, seating customers, and handling credit card sales.

Sales Representative

Best Friends - Phoenixville, PA - June 2006 to 2008

- Worked as a sales representative at a local high-end women's boutique.

- Responsible for: opening and closing store, attending to customers' needs, answering telephones, assisting customers with purchases, handling high volumes of credit card transactions, monitoring cash flow, inventory and pricing of items.
- Coordinated marketing efforts for special promotions/events at the store including mailing flyers and e-mailing other media to VIP customers.

Asst. Field Hockey Coach

Phoenixville Marian Youth Club - Phoenixville, PA - September 2006 to 2007

- Led practices, games and coaching sessions for girl's ages 7-12 years old.
- Responsible for teaching skills, leadership and team player mentality.

In charge of keeping inventory for Longstreth sporting goods

Hill School Field Hockey Camp - Pottstown, PA - June 2004 to 2007

Pottstown, Pennsylvania Camp Store, Summer 2004-2007

- Worked at the camp store for three weeks each year. Responsible for opening and closing the store three times a day.
- In charge of keeping inventory for Longstreth sporting goods, including choosing products to be sold in the store and pricing
- Organized daily schedule; put together drills during camp; filled water bottles and kept Gatorade stocked for campers.

ATHLETIC EXPERIENCE

Division 1 Field Hockey Scholarship Athlete - Earned four varsity letters

Casa Pisa Lisboa, Lisbon, Portugal- Traveled to Spain and Portugal and helped under privileged children in orphanages learn how to play Field Hockey

EDUCATION

Public Relations

School of Communications - Hamden, CT

May 2012

Public Relations & Marketing

Quinnipiac University

ADDITIONAL INFORMATION

/PROFICIENCIES

- CisionPoint, Factiva, Critical Mention, Microsoft Word, Excel, PowerPoint, Adobe Photoshop