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NICOLE GORMLEY

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103 Heath Court
Chalfont, PA 18914

EDUCATION

Relevant Coursework: Public Relations Management & Problems • Personal Branding • Social Media Marketing • Advanced Public Relations Writing

GPA: 3.53

SKILLS

- Microsoft Office
- Google Drive
- Hootsuite
- Social Networking
- Canva

EXPERIENCE

WEDDING COORDINATOR • WARRINGTON COUNTRY CLUB • MARCH 2017 – PRESENT

- Meet with bride and groom prior to the wedding to discuss ceremony and reception details
- Organize the event space the day of the wedding
- Coordinate and manage wait staff and kitchen staff to ensure proper event flow so that guests have the best possible experience

SUPPORT STAFF • SHARED SUPPORT • JULY 2013 – PRESENT

- Supported people with cognitive and developmental disabilities
- Taught new skills and developed supports for each individual to reach towards their desired lifestyle

COMMUNICATIONS DIRECTOR • VITRIS • APRIL 2016 – PRESENT

- Aided in raising \$80,000 in capital
- Put together a business pitch to present at Temple University's Be Your Own Boss Bowl Competition in which we won first place in our division, and received a \$20,000 award
- Created the social media channels for the company (Facebook and Twitter)
- Managed the social media accounts and create engaging content for our followers
- Created a strategic public relations plan that consisted of a timeline of events, media lists, and press releases

PUBLIC RELATIONS SPECIALIST • BRESLOW PARTNERS • MAY 2016 – AUGUST 2017

- Social media manager of Genji Sushi Bars and Hai Street Kitchen
- Account manager of Phillips Seafood Restaurants
- Promote and plan events for clients
- Write and send out press releases, invites, and media alerts
- Constantly communicate with the media and clients to ensure a mutually beneficial relationship

MARKETING INTERN • IN HOUSE MARKETING • MAY 2015 – AUGUST 2015

- Created attention grabbing posts to be posted to clients' social media pages
- Used Hootsuite to send out social media posts on clients' pages
- Used WordPress to post on clients' websites