**Education**

The King’s College, *Bachelor of Science, Business Management* -New York, NYGraduated: May 11, 2013

**Experience**

**Broadgate Consultants**, *Associate*—New York, NY September 2013-Present

*Private Equity based Financial Communications firm; affiliated with Donlin, Recano & Company and American Stock Transfer and Trust; previously affiliated with Taylor Rafferty*

* Directly report to the CEO for time-sensitive client related research and administrative duties
* Provide daily client services such as compiling daily and weekly industry news reports
* Prioritize client requests for research regarding competitors, limited partners, annual reports and league tables by communicating regularly with them
* Coordinated and served as a production assistant for Broadgate’s private equity clients’ Annual Meeting of Limited Partners

**Donlin, Recano and Company, Inc.**, *Sales and Marketing Coordinator*—New York, NY February 2014-Present

*Bankruptcy Claims and Noticing Agent; affiliated with Broadgate Consultants and American Stock Transfer and Trust*

* Lead generation and sales prospecting through managing client watch list, competitor tracking, new proposals and activities, tracking industry news and updating the CRM
* Schedule, coordinate, implement and track e-mails for all marketing events including strategic client facing events, company sponsorships and conference attendance
* Manage conference promotional items for prospective clients to represent the company brand, including researching, ordering and coordinating over 500 client holiday gifts
* Develop and construct social media pages using social media marketing best practices for the industry

**Taylor Rafferty**,*Associate*—New York, NY September 2013-February 2014

*Investor Relations firm specializing in publically traded companies; previously affiliated with Broadgate Consultants*

* Actively participated in planning and orchestrating client investor day’s
* Targeted buy side and sell side investors for clients for events and earnings conferences calls through phone calls, emails and event coordination, as well as maintained and updated an internal CRM

**Viacom**—New York, NY

*Human Resources Assistant*  May 2013-July 2013

* Directly assisted the Senior Director of HR and HR team of the Employee Events and Programs department with HR projects, including filing and maintaining confidential and sensitive information regarding FMLA
* Appointed HR representative for companywide AIDS Walk, including participating day of walk, fundraising outreach, partnering with various departments, and setting up auction on an internal portal

*Human Resources & Employee Events and Programs Intern* Spring 2013

* Scheduled, planned and executed employee events including blood drives, employee program fairs, “food for thought” seminars and Take Our Daughters and Sons to Work Day
* Developed FMLA acceptance, eligibility, memo and exhaust letters for employee leaves of absence due to disability, maternity leave, etc.

**State of the Art Enterprises**, *Intern*—New York, NY Fall 2012

* Developed organizational and detail-oriented skills by contributing to hands-on projects in office and on-site such as, seating charts, escort cards, and party favor assembly, etc.
* Gained relationships with high-end clients by providing on-site support for social events

**XO Group, Inc**., *Marketing and Community Intern*—New York, NY Summer 2012

* Participated in the online communities of their websites, The Knot, The Nest and The Bump by compiling popular topics off the message boards
* Improved several XO Group social media outlets by cleaning up their Twitter feed and assisted with the marketing efforts on the Wedding Channel Facebook by collecting ideas and photos to market

**Relevant Skills**

Microsoft Office,Concur, Salesforce**,** Act!, Factiva