XXXXX**XXXXX**

XXXX, Millville, NJ 08332 | XXX-XXXX-XXX C: XXX-XXXX-XXX | XXXX@XXXX.XXX

Summary

Highly organized, dedicated, and creative Communications Specialist with experience in media relations and special event planning.

Highlights

|  |  |
| --- | --- |
| * Event planning * Dedicated team player * Positive attitude * Event planning and logistics * Strong communicator | * Deadline-driven * Strategic planning * Exceptional problem solver * Creative * Detail-oriented |

Accomplishments

Successfully planned and executed weddings, birthdays, baby showers, christenings, graduation events, bachelorette parties, fashion shows, motorcycle events and school events which resulted in great success.

Experience

**Freelance Event Planner****09/2008** **to****Current****Self****Glassboro,****NJ**

Planned and publicized events, including negotiating vendor contracts, designing promotional materials and decorating venues.

**Vice President African Student Association****10/2011** **to****05/2012****Rowan University****Glassboro,****NJ**

Planned and executed school events related to African Student Association including promotions and raising funds for organization.

Education

**Bachelor of Arts**: **Communications: Radio, Television, & Film****2012**Rowan UniversityGlassboro, NJ, USA

Coursework: Communications, Television Production, Film Production, Radio Production, English, Journalism, Marketing and Advertising.

**Associate of Arts**: **Communications****2007**Gloucester County CollegeGlassboro, NJ, USA

Communications, English and Journalism coursework

**High School Diploma**: **General Studies****2003**Glassboro High SchoolGlassboro, NJ, USA

Top 20% of class

Student government representative

Advanced coursework in TV Production

Honor Roll Student