

## Patricia Overton

prumanova7@gmail.com  
619 288-7562

### Skills

Experienced in Journalism, Written/Verbal Communications, Media Relations, Public Speaking, Event Planning. Microsoft- Excel, Outlook, Powerpoint, Publisher, Office Suite. Writing- Creative, Blog, News and Social Media platforms. Fluent in Hungarian.

### Experience

2016-2017

#### **Neiman Marcus, San Diego - *Public Relations Assistant***

- Helped coordinate yearly events and functions within company and with clients.
- Organized company meetings using Microsoft Excel and Calendar.
- Represented the Company during many events and helped facilitate those events.

2013-2016

#### **Linearis Art Institute, San Francisco - *Art Advisor***

- Responsible for holding weekly galleries and silent auctions on original lithographs by world renowned artists.
- Maintained all Social Media accounts up to date.
- Art History expert on each piece that was being sold.

2011-2013

#### **Northern Trust, San Diego - *Public Relations Specialist Assistant***

- Wore many hats in this role where I lended a helping hand in not only Public Relations but also in the Marketing and Lending Department. My main focus was assisting in upcoming events for clients, maintaining client communication through email/ mail.
- Also learned a lot about Administrative work as well. Lots of filing, writing and maintaining of office and employee needs.

2008-2010

#### **Citi Financial, San Diego - *Loan Processor***

- Processed Credit Applications.
- Exhibited highly successful Customer Service skills and problem solving/investigating.
- Conducted quality audits and used personal judgement to determine if standards are being met on contracts. Became very knowledgeable about the entire loan process.

2007-2009

**Cypress Magazines, San Diego – *Freelance Writer***

- Produced monthly news articles for Golf Inc, Pre Law and The National Jurist Magazines.
- Oversaw client communication through contacting and organizing various meetings and get together for interview purposes.

## Education

2004-2007

**University of Idaho, Moscow – *Public Relations, Communications***

Relevant Coursework- PR Campaigns, PR Media, Journalism. Organizational Communication, Business Writing, Theater.

## Awards

- Represented the University of Idaho in Division 1 tennis at the #1 position.
- Received Honorable Mention 2nd Team All Conference in both single and doubles.
- Two time Most Valuable Player.
- Division I All American.
- 2006 WAC Athlete of the Week (all sports).
- Possessor of the all-time record for most singles career wins at the University of Idaho.