

Experience

Oswald Companies 2018 | **Summer Internship**

Social Media Intern: created a social media plan involving Facebook, Twitter, and LinkedIn, implemented a social media calendar, suggested changes to the website, wrote up guides for social media on what to post, presented to the Design and Construction team on how to effectively use social media

Donley's, Inc. 2015-2017, 2019 | **Summer/ Winter Breaks Part-Time**

Marketing Intern: made updates to the website, put together project proposals, wrote on the news and events page, added projects to resumes, organized apparel, worked with Cosential software, general office work

Accounting Intern: input invoices into Viewpoint software, organized paid invoices, created spreadsheets of unpaid invoices, created documents to streamline input process, general office work

Chagrin Valley Athletic Club 2013-2016 | **Summers**

Food Service Provider: cooked menu items, took orders, cleaned kitchen/ dining areas, set up for parties and large events, took inventory, performed customer service

Falls Communications 2015 | **Two-week senior internship**

Crisis Communications: assisted with projects, observed daily jobs and activities for all aspects of the agency, introductory work with social media and Cision software

Education

Syracuse University Class of 2019

Bachelor of Arts

Public Relations | S.I. Newhouse School of Public Communications

Political Science | College of Arts and Sciences

GPA | 3.0

Brunel University Class of 2020

Masters Program

Media and Public Relations

Activities

Delta Phi Epsilon Sorority | 2016-present

Operations Team member 2016-2017

Coordinator of Risk Management 2017-2019: monitor social media of sisters and events to make sure the standards of the sorority are upheld

Rho Gamma | 2018-present

Helps with the recruitment process for Panhellenic sororities by guiding potential new members to the chapters as well as providing guidance throughout the two weeks of recruitment

Active Minds at SU | 2016-2018

Blog writer for the club blog for ending the stigma about mental illnesses, fundraising team in charge of raising money for the club

Skills

AP writing style, FinalCut Pro, Hootsuite, Wordpress, Microsoft Office, Conversational Spanish and Russian, Facebook, Twitter, Instagram, Adobe InDesign, Adobe Photoshop, Cision software, Cosential software, Prezi, Storify software, public speaking