

# Name

Address – Email – Phone – [LinkedIn Profile](#)

## EDUCATION

**State University of New York at Geneseo**, Geneseo, NY  
Bachelor of Arts in Communication (GPA: 3.51)  
Minor: Business Studies

Expected May 2018

## RELEVANT EXPERIENCE

**Alzheimer's Association**, Rochester, NY  
Public Relations Intern

September 2017 – Present

- Coordinate marketing and guest outreach for special events including the Walk to End Alzheimer's
- Handle event invitations and guest lists; contact participants to confirm attendance, track event registration numbers and provide weekly updates to Director
- Assist with newsletter distribution to help promote fund raising events
- Create and maintain various social media accounts in order to market the organization and build an audience on Facebook, LinkedIn and Twitter

**Girl Scouts of America**, Garden City, NY  
Fundraising & Development Intern

June 2017 – August 2017

- Served as Project Director for community bowling events for younger troops
- Researched and identified venues, negotiated event pricing with vendors and coordinated event registration with area Troop Leaders
- Coordinated toiletry and food drives for the elderly, overseas troops and homeless individuals

## ADDITIONAL EXPERIENCE

**CSM Engineering, P.C.**, Rochester, NY  
Receptionist

June 2015 – August 2015

- Answered incoming calls and greeted guests
- Performed data entry and clerical tasks

## COMMUNITY INVOLVEMENT

**Geneseo Rugby**, Geneseo, NY  
Vice-President

September 2015 – Present

**Skills:** Word, Excel, Power Point, In-Design, Prezi, iMovie, iPhoto, HubSpot, Adobe Photoshop and Adobe Illustrator

**Social Media:** Proficient in Twitter, Facebook, Tumblr, WordPress, Pinterest, Instagram