

Address		Email Address
Phone Number	NAME	LinkedIn URL

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### **Summary**

Driven communications student progressing toward a full-time career working in the public relations field. Possesses customer service and time-management skills developed through positions of increasing responsibility and depth. Intelligent, detail oriented, perpetually prepared. Ideal candidate to contribute to the success of ZZ & Co. as the public relations intern for the summer of 2018.

### **Education**

**East Stroudsburg University of Pennsylvania** Expected May 2019  
*Bachelor of Arts; Communications*  
Concentration: Public Relations

GPA: 3.9

### **Related Experience**

**ZZ & Co. | Manhattan, New York** November 2017  
*Job Shadowing Experience*

- Observed all work conducted by John Doe, Head of Public Relations, for ZZ & Co.
- Sat in on three staff meetings – contributed to brain storming session relating to the creation of an emergency press release
- Developed an understanding of company culture
- Demonstrated a high-level of professionalism while learning about the various roles of Public Relations leadership

### **Related Coursework**

**Professional Writing: Public Relations** Fall 2017

- Conducted research focusing on prominent public relations professionals and their clients
- Created press releases, news stories, and speeches for a mock-client
- Interviewed John Doe, Head of Public Relations Department at ZZ & Co.

**Public Relations Theory** Spring 2017

- Developed theoretical understanding of the development of the profession and current trends

**Workplace Writing** Spring 2016

- Gained exposure to approaches to communicating information within an organization, as well as some forms of communicating with clients
- Participated in a group project through which I contributed to the analysis of the communicative structures that exist within East Stroudsburg University of Pennsylvania

## **Work Experience**

**Company X | East Stroudsburg, PA**

*Assistant Store Manager*

October 2016-Present

- Recognized for quality work, achieved promotion in one year
- Schedule and train a staff of eight on a day to day basis
- Develop multi-faceted marketing campaigns that have led to a 10% increase in sales
- Address customer complaints in an immediate and professional manner

*Sales Associate*

August 2015 – October 2016

- Provided high-level customer service through proactively engaging customers as they entered the store
- Handled cash and credit transaction in excess of \$3,000 a shift
- Managed the scheduling for staff of four sales associates
- Assisted with the promotion of the location and various sales through social media advertising

## **Leadership and Involvement**

**Public Relations Society of America (PRSSA) – East Stroudsburg Chapter**

August 2015-Present

*Student Member*

- Attend weekly meetings to network with fellow students and speak with industry professionals
- Travel to attend PRSSA National Conference

## **Skills**

- Strong communication skills with a background in customer interaction
- Able to multi-task in a fast paced environment
- Honest, trustworthy, punctual
- Quickly learns and applies new information
- Mastery of Microsoft Office
- Experienced in social media advertising techniques