

**QUALIFICATIONS:**

- Magna cum laude Communication Studies graduate with training in public relations.
- Internships and work experience in public relations and event planning.
- Proven time-management, multi-tasking, and leadership skills.

**EDUCATION:**

Bachelor of Arts in **Communication Studies**

Graduation Date: anticipated December 2012

The University of North Carolina at Greensboro, Greensboro, NC

**GPA: 3.7**

Dean's List

**INTERNSHIP EXPERIENCE:**

**Virgin Records—Publicity Department**, New York, NY

Publicity Intern

Summer 2010

- Assisted in the coordination of two publicity events where over 100 guests attended.
- Assembled and mailed artist press kits.
- Created and updated company databases.
- Handled several administrative tasks simultaneously.

**LEADERSHIP ACTIVITIES:**

**Chi Omega Fraternity**

President

May 2010–Present

- Conduct weekly chapter meetings.
- Delegate job responsibilities to other officers as appropriate.
- Participate in bi-weekly conference calls with National Headquarters in Memphis, Tennessee.

Vice President

January 2009–May 2010

- Maintained records of all members' grades and class schedules.
- Held position as director of scholarship and programming for probationary members.
- Reviewed chapter's constitution quarterly for needed updates; recommended revisions when appropriate.

New Member Educator

August 2008–December 2009

- Planned and presided over weekly New Member meetings.
- Provided leadership for all new member educational events and retreats.

**COMMUNITY OUTREACH:**

**Make-A-Wish Foundation**

- Helped raise \$5,000 to grant a wish, January 2009.
- Participated in many fundraising events including Cup For A Kid, car washes, and concerts, 2008–2010.

**Susan G. Komen Breast Cancer Foundation**

- Organized Concert For A Cure, which raised \$700 for Susan G. Komen Foundation, August 2007.

**OTHER WORK EXPERIENCE:**

**Maxie B's**, Greensboro, NC

Sales Consultant

February 2008–Present

- Provide excellent customer service in fast paced environment.
- Consult with customers planning for weddings and other special events.

**Dance Hall Inc.**, High Point, NC

Co-Director and Dance Instructor

August 2004–May 2008

- Coordinated end of the year recitals, special event performances, and parade entries.

**COMPUTER SKILLS:**

Microsoft Word, Excel, PowerPoint, and Publisher