

Preferred Full Name (Personal Pronouns)

Address, City, State
Updated LinkedIn URL

Phone Number
Email

EDUCATION AND TRAINING:

Suffolk University
B.A., Global and Cultural Communication
GPA: 3.7, Dean's List
Delta Alpha Pi Honor Society Member

Boston, MA
September 2016–May 2020

Boston University
Leadership Development Certificate Program

Boston, MA
June 2015

RELATED COURSES:

- Public Relations I & II
- Business of Media
- Event Planning and Promotion
- Online Journalism
- Integrated Marketing
- Advertising Copy

ACADEMIC EXPERIENCE:

New Identity Package Project
Suffolk University: Public Relations II

Barnstable, MA
Spring 2019

- Performed research and analyzed data about the Barnstable Senior Center
- Created a media list, radio PSA, and cable television slide to help promote the center
- Assisted in incorporating all student projects into the client presentation

Event Planning Project
Suffolk University: Event Planning and Promotion

Boston, MA
Fall 2019

- Designed an on-campus event to raise money for the Boston Harbor Association
- Wrote press releases and news releases to publicize
- Compiled all work into a comprehensive media packet describing the event

WORK EXPERIENCE:

Texas Roadhouse
Local Store Marketer
Service Trainer/ Headwaiter/ Bartender

Methuen, MA
June 2018–November 2018

- Communicated marketing strategies to managers and staff
- Developed strategies and action plan to meet the goal of \$325,000 in gift card sales
- Assisted in the promotion and execution of a Harley ride and raffle with 500 participants a week
- Ensured customer satisfaction in fast-paced restaurant environment
- Trained new staff to provide quality customer service

Massachusetts Bay Transportation Authority (MBTA)
Customer Service Representative

Boston, MA
January 2018–June 2018

- Assisted in coordination of all details for the Rider Oversight Committee
- Assembled customer relations data and designed and implemented a more efficient reporting system
- Developed and wrote manual on how to maintain and perform all e-mail database tasks

SKILLS:

Basic Microsoft Word and Excel, Advanced PowerPoint; Photoshop, Dreamweaver
Internet Research, Event Planning, Web Content