
OBJECTIVE

To obtain the Public Relations Account Coordinator position with Van Prooyen Greenfield LLP

EDUCATION

Whittier College
Bachelor of Arts, May 20__
Major: Art History
GPA: 3.52

HONORS AND AWARDS

John Greenleaf Merit Scholarship

SKILLS

Computer: Experienced in Microsoft Word, Excel and Power Point, Avid video technologies, and Quark Express
Language: Fluent in Spanish

RELEVANT COURSEWORK

Public Relations and Corporate Communication, Public Speaking

RELEVANT EXPERIENCE

Six Flags, Valencia, CA

March 20__ - Present

Marketing Research Seasonal Supervisor

- Plan research projects and oversee team of research interviewers to achieve marketing goals
- Supervise office operations utilizing attention to detail
- Implement surveys in park, analyze and interpret collected data to be used for future planning by senior staff
- Entrusted to interview, train, and motivate new employees

Edelman Worldwide Montebello, CA

June 20__ - September 20__

Public Relations Intern

- Monitored client exposure in the media, created media/contact lists and prepared weekly clip reports
- Created competitive analysis charts, assisted in crisis client situations and performed daily online tracking of client services
- Maintained and organized library, answered over 50 calls daily phones and greeted clients

The Club, Whittier College Whittier, CA

September 20__ - June 20__

Student Manager

- Planned, coordinated and executed ten successful events during the year through excellent time management and communication skills
- Operated sound and lighting equipment for dances, theatrical performances and guest speakers, developing extensive knowledge of systems
- Oversaw team of five lighting and sound technicians ensuring quality productions

OTHER EXPERIENCE

Orientation Week Leader, Dean of Students, Whittier College
Cashier, Staples, Whittier, Ca January 20__ - Present

April 20__ - September 20__

ACTIVITIES

Treasurer, Hispanic Student Association
Member, Penn Society (on-campus fraternity)