

• Chloe Marie Abshire •

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• JOB OBJECTIVE •

To pursue an internship with a Public Relations agency in order to enhance my skills as a Communication Studies scholar as well as to gain experience in the field of Public Relations.

• EDUCATION •

Longwood University <i>Bachelor of Arts, Communication Studies</i> Organizational Communication & Public Relations Leadership Studies Minor Conversational Spanish Language skills and an understanding of Italian Language Proficient in Microsoft Word, Excel, PowerPoint Sigma Alpha Pi, The National Society of Leadership and Success	Farmville, VA Expected, December 2011 Major GPA: 3.25
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• PROFESSIONAL & LEADERSHIP EXPERIENCE •

Peer Mentor	Fall 2010-Present
<ul style="list-style-type: none">• Served as a upperclassmen mentor to new students at Longwood University by providing advice, training, development, and guidance throughout their first semester• Assisted students in their transitioning process into college• Taught a seminar class called Longwood Seminar to these students along side a faculty member	

Alpha Delta Pi <i>President</i>	Epsilon Chi Chapter Present
<ul style="list-style-type: none">• Called chapter meetings, executive board meetings, held interviews for potential officer candidates, and oversaw all chapter operations• Served as the liaison between the International Organization and the chapter, extensively communicating with the District Team and Executive Officers• Held the responsibilities of chapter president while leading and making challenging decisions to promote our chapter and the individual members of the chapter• Delegated multiple tasks to various chapter officers in order to operate successfully and productively	

Membership Education Vice President	2009
<ul style="list-style-type: none">• Planned, organized and implemented Spring 2009 and Fall 2009 Diamond Development Plans that included all plans for the members of my team while communicating regularly with the Membership Education Director• Developed the Chapter Retreat event logistics and materials• Served as a member of the Executive Committee and as the Membership Education Team leader	

Student Government Association

<i>Press Secretary</i>	Fall 2010-Present
<ul style="list-style-type: none">• Developed press release documents to be released on behalf of the Student Government Association• Served as the secretary of public relations for the Student Government Association President	

<i>Junior Class President</i>	Fall 2009-Spring 2010
<ul style="list-style-type: none">• Planned, organized and advertised Junior Class events and fundraisers• Served on the Student Finance Committee to determine money allocations to student organizations• Held bi-monthly Junior Class Council meetings	

<i>Senator</i>	Fall 2008-Spring 2009
<ul style="list-style-type: none">• Attended weekly senate meetings, completed weekly office hours and served as the Student Services and Physical Environment Committee chairperson to address concerns with student needs and services	

Lancer Productions <i>Director of Novelty</i>	Fall 2010-Present
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- Served as an Executive Board member on the student programming board
- Consulted with Conferencing and Scheduling to confirm venue availability and arrangement
- Communicated with various agencies to contract events at Longwood University, served as the main point of contact for novelty events
- Assigned other executive board members and general body members to responsibilities during events

Order of Omega

Spring 2009-Present

Public Relations & Membership Selection Committee Chair

- Lead committee meetings regularly as needed
- Organized membership selection process
- Conducted applicant interview process and delegated interviewing responsibilities to the committee
- Created advertisements for Order of Omega events
- Developed a brand for the organization to be more widely recognized on Longwood University's campus

Longwood University Campus Recreation

Farmville, VA

Supervisor

Fall 2008-Spring 2010

- Supervised all Campus Recreation staff and various recreational buildings located on campus
- Trained in CPR & AED, and First Aid
- Promoted from Weight Room assistant in Fall 2009

Claire Shipman, Senior National Correspondent, ABC Good Morning America

Washington, DC

Personal Assistant

Winter 2006-Winter 2009

- Assisted in correspondence and interviewing for her book titled, *Womenomics*
- Organized, managed, and created order in the office space and various other places in the home
- Compiled all personal mailing addresses for means of creating electronic mailing labels

Hessel & Aluise Law Firm

Washington, DC

Assistant to Office Manager

Spring 2004-Summer 2008

- Gained professional skills in filing and assisting office operations
- Served as the front desk assistant answering phones, transferring calls, sending faxes, sorting mail and helped with any task asked to perform

• HONORS AND CONFERENCES •

Order of Omega

2009-Present

NACA Convention

February 2011

Adelphean Compass Leadership Seminar

Summer 2010

Alpha Delta Pi District Leadership Conference

2009, 2010

Junior Marshall

2009-2010

CHI 2009 Commendation

2009

IMPACT Alpha Delta Pi Leadership Seminar

Summer 2008

• COMMUNITY SERVICE •

Price Edward County Parent Teacher Association

Fall 2010

- Served as a volunteer at the local fall festival put on by the PTA
- Worked with children from the local elementary school and assisted them with arts and crafts activities

Relay for Life

Spring 2009, 2010

- Walked as a team member of team Alpha Delta Pi to aid in the cure for cancer

Longwood Center for Visual Arts

Fall 2009

- Assisted with preparation for the Day of the Dead Workshop
- Worked with children to enjoy arts and crafts activities provided at the Day of the Dead Workshop

Movers and Shakers

August 2008

- Assisted new students move in to Tab and North Ruffner residence halls on their move in day to their college dormitory