Education

**WASHINGTON STATE UNIVERSITY AUG 08-MAY 12**

*Pullman, WA*

* Communications major- Focus: Public Relations
Hospitality Business Management minor- Focus: Event Planning
* GPA: 3.4
* RELEVANT COURSEWORK*–* Print PR, Hospitality Business Management, Journalism, Marketing, Broadcasting, Group Communication, PR Tech Media, Quantitative Research, Media Writing, Mass Communication, Murrow Legacy, Lodging System, Accounting

Work Experience

 **NORDSTROM MAY 10-AUG 10**

 *Cashier-Brass Plum Shoe Dept.*

* Handled all returns, purchases, and ordered and packed shoes for shipment to customers
* Delivered excellent customer service
* Attended fashion meetings to provide answers to product questions
* Configured till, opened and closed cash register

 **LAKE WILDERNESS BAR & GRILL** **MAY 09-AUG 09**

 *Server/Hostess/Cashier/Busperson*

* Cocktailed, took orders, served food, bussed tables and took care of bills on the POS system
* Greeted and seated customers
* Handled the cash register; sold extra products
* Eventually ran the “19th Hole” independently

 **EMERALD CITY SMOOTHIE** **JUNE 06-AUG 08**

 *Cashier/Smoothie Maker*

* Trained new employees
* Made displays to market specials
* Managed store independently, maintained floor and inventory, opened/closed store
* Handled money, POS machine, till and tips

Activities

 LEADERSHIP
 *Member-Kappa Kappa Gamma Sorority*

* Chapter Council officer: planned and implemented new Initiation service, maintained order and educated chapter on ritual
* Volunteered 40 hours of community service, participated in philanthropic events raising money, attended meetings and communicated in a large group

**CLUBS/ORGANIZATIONS**

 *Member- Public Relations Student Society of America (PRSSA*)

* Attended meetings for education on PR, internships and social media

 *Special Events Coordinating Team- Cable 8 Productions*

* Planned a telethon for a sponsored child, sent out a public service announcement, collected donations and organized a staff BBQ event

 *Captain-WSU Intramural Soccer Team*

* Acted as a leader forming a soccer team, scheduling games, notifying team members on news and designing team shirts

 **HONORS**

 *President’s Honor Roll*

* 3.75 GPA

Special Skills

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| * Experience with social media (Twitter, Facebook, Blogspot)
* Microsoft Office savvy
* Computer skills
* Creative with a long term interest in arts/crafts
 | * Associated Press Proficient
* Goal oriented, focused on success
* Professionally committed
 | * Special interest in entertainment
* Admirable verbal &

written skills* Sense of humor
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**References available upon request**