

Latosha L. Foote

6614 Horsepen Road • Richmond, VA, 23226 • (804) 319-6387 • lfoote87@gmail.com, (Portfolio) <http://www.visualcv.com/n4zhv09>

Education

West Virginia University – Morgantown, WV
Bachelor of Arts in Communication Studies, December 2010
Public Relations Minor-3.25 GPA

Potomac State College– Keyser, WV
Associates of Arts in Journalism, December 2007

Professional Experience

Delta Sigma Theta Sorority, Inc. (April 2010-Present)

- **Appointed Chair of Publicity and Public Relations Committee**
 - Planned, developed and coordinated news announcements of the Omicron Upsilon chapter.
 - Monitored ads and donations sent to other sorority chapters and public service organizations.
 - Established guidelines for providing press releases to the Technology Committee for the website and other forms of media.
- **Financial Secretary & Treasure**
 - Chaired Finance Committee
 - Received funds from membership
 - Kept of a record of income and disbursements receipts
 - Maintained a voucher system for monies to be disbursed
 - Maintained an accurate list of all chapter members and Interest
 - Deposited all monies received into chapter bank account within 48 hours
 - Preserved all receipts, bank statements and canceled checks

In addition, I chaired the Technology and Step Team committees and a member of the Program Planning & Development and the Fundraising committees.

Ronald McDonald House of Charities (September 2008-December 2010)

Shift Manager/Intern

- Delegated tasks to a small staff of 8 volunteers per night, sometimes large groups of 20.
- Coordinated and scheduled tours & dinners of the RMHC.
- Assisted the Development Coordinator in maximizing and organizing RMHC events and fundraisers.
- Assisted the Volunteer Coordinator with data entry, volunteer orientation, and managing the office.
- Maximized comfort of house guest.
- Resolved concerns.
- Answered phones.

Internship Experience

Journalism Intern- Johnson Family YMCA, Jacksonville, FL Jan 2010-July 2010

- Wrote monthly articles regarding successful events held by the YMCA.

Entertainment PR/Journalism Intern- Soul Pitch Media, New York, NY, 2008-2009

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- Conducted interviews with featured music artist(s) & TV writers & produced written articles based on those interviews.

Eric R. Williams
Executive Director
Johnson Family YMCA
Jacksonville, FL
(412)-251-1741
Professional

Clarissa Rucker
Associated Press
Washington, DC
(434)-444-1112
Professional

Molly Rakes
Volunteer Coordinator
Ronald McDonald House
Morgantown, WV
(304)-282-1521
Professional