**Hillary Bourke**

4350 Constitution Highway

Barboursville, VA 22923

Cell: (434)996-0709

E-mail: hillary.bourke@live.longwood.edu

**Objective** An account executive assistant position that exemplifies my public relation skills while allowing me to use my interpersonal communication ability.

**Experience** 6/01/2010 **Waitress/Hostess**

 To Present Applebee’s: Charlottesville, Virginia

* Being friendly and outgoing to ensure customer is happy
* Dealing with multiple wants and needs to once
* Dealing with unhappy people and doing everything possible make certain of customer’s happiness
* Maintaining organization
* Supervise new employees and mentor them
* Assisted in keeping the restaurant clean and organized

11/2010 **Sigma Kappa Sorority**

To Present Continuing Membership Chair

* Plan and organize 8 open houses in one year
* Motivated members for the recruitment
* Increased recruitment of new members by 20% in Spring 2011
* Organized unique recruitment activities

9/2009 to **Longwood University Equestrian Team**

5/2011 Treasurer

* Organized team dues
* Responsible for all team finances
* Utilized computer skills to stay organized

**Education** 8/2009 **Bachelor of Arts, Communication Studies with a**

 To Present **Concentration in Public Relations**

Longwood University, Farmville, Virginia

**Skills and Capabilities**

* Coordinating numerous tasks at one time
* Educated in computer skills: Word, Excel, PowerPoint, and Access
* Creating media contact lists, press releases, media pitches, and media scans