# Kara N. Sisco 207 St. George ⦁ Farmville, Va. 23901 ⦁ (757)-406-1261 ⦁ kara.sisco@live.longwood.edu ⦁ [Portfolio](http://www.visualcv.com/karas)

# Objective

Seeking an internship within the public relations and event-planning field for the summer of 2012.

Experience

Conducted Class Project Communication Audit Farmville, Va. Fall 2011

* Conducted interviews within the client organization
* Collaborated as a group to analyze communication patterns within the organization
* Served as survey coordinator and administered extensive survey to the organization

Site Supervisor for “The Big Event” Service Project Farmville, Va. Spring 2011

* Oversaw assigned service sites to ensure that all groups were functioning properly
* Responsible for all groups to have necessary tools etc. and providing groups with anything they lacked
* Reported back to event directors with each site report for the day

Coordinator of Sorority Affiliated Luncheon Farmville, Va. Spring 2011

* Delegated and reserved venue for the event
* Maintained constant communication with the venue regarding menu choice, details for the event, etc.
* Administered all aspects on the day of the event and ensured everything ran professionally

Planned Campus Event For Communication Class Farmville, Va. Spring 2011

* Contacted and confirmed a client to receive the proceeds from event
* Worked in a team setting and helped to delegate tasks to be completed
* Secured a venue on campus for the event by communicating with the venue
* Promoted the event through press releases, as well as with flyers around the campus

## VP- Public Relations; Kappa Delta Sorority Farmville, Va. Fall 2010-

* Responsible for coordinating all efforts to project a positive image of the chapter
* Orchestrate all events on and off campus for the organization
* Submit assignments routinely to the sorority’s national quarterly magazine

Education

Longwood University Farmville, Va. Expected, May 2013

Bachelor of Arts, Communication Studies

Concentration: Organizational Communications and Public Relations

Competencies: Computer Skills and Language

* Knowledge with both Macintosh and Microsoft computers
* Proficient in Spanish