**Lindsay A. Burgess**

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###### OBJECTIVE

Skilled at creative designing, event planning, conducting research, media relations and strategic planning, while remaining organized, upbeat and a team player.

## EXPERIENCE

***KSA Interior Design***

***Marketing Intern*** *Richmond, VA*

*May ’11- Aug. ‘11*

* Open minded to learning about the tricks of the trade, while using my skills obtained in my communication major to be there for assistance.
* Created organizational tools to track their marketing materials, as well as increased their business development by researching and formatting spreadsheets.
* Helped promote and market their ASID White Elephant Event, while finding caterers and donors.

***Lancer Line*** *Farmville, VA*

***Caller*** *Jan.’11-March ‘11*

* Uses advanced interpersonal communication skills while calling alumni, parents, and contributors.
* Always have a positive attitude even though people were not always happy to hear from us.
* Uses my education in Conflict Communication to deal with certain situations that occur with upset callers, while trying to push for contributions to better our University.

# *Susan McLaughlin Hanover, VA*

# *Assistant Manager in sales Dec. ’10- Jan. ‘11*

* Used superior interpersonal communication skills to identify the customer needs, while providing outstanding customer service.
* Experience working in a high end jewelry store with the customer’s needs only in mind.
* Utilized problem solving and negotiation skills to deal with difficult customers.

***The Dune’s Restaurant*** *Nags Head, NC*

***Server and Hostess***  *June ’10- Aug. ‘10*

* Used my education in the communication field to identify the customer’s needs in a fast pace setting.
* Experience working with difficult hungry customers, while remaining positive.
* Flexible with scheduling and easily can mold to different settings outside of my comfort zone.

***Hanover Parks and Recreation*** *Hanover, VA*

***Camp Counselor*** *May ’07- Aug’ 09*

* Persuaded children to attend the summer program with a high success rate.
* Managed and led 1oo+ children daily with games, activities, and field trips.

**SKILLS**

* Independent event planning.
* Great interpersonal communication skills.
* Very organized and always ahead of schedule.
* Flexible and a hard worker.
* Microsoft Office, Photoshop, Excel and InDesign.

## EDUCATION

**Longwood University** Farmville, Virginia

*Bachelor of Arts, Communication Studies* Expected July ‘12

*Public Relations*