Chelsea M. Hurst

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**EDUCATION:**

**Longwood University, Farmville, Virginia**

* Bachelor of Arts graduate May 2012
* Communication Studies major with a concentration in Organizational Communication and Public Relations and a minor in Psychology. Major: 3.55 GPA

**EMPLOYMENT:**

**Physical Therapy Technician/Front Desk/ Medical Records 2007-Present**

**Wardell Orthopedics, P.C. Harbour Rehabilitation, Suffolk, VA**

* Dedicated, consistent, experienced and hard working employee. Worked every summer and all holidays.
* Greeted, scheduled and contacted patients at one of largest orthopedic offices in Tidewater area
* Assigned as trainer and mentor for numerous new employees
* Served as laser technician, filed medical records and drafted customers’ receipts
* Professionally interacted with up to 200 patients daily

**Intern, American Cancer Society, Virginia Beach, VA Summer 2011**

* Helped coordinate and entered fundraising data for major events such as Relay for Life and Making Strides against Breast Cancer
* Assisted in very successful online marketing and fundraising.
* Through constant contact, built strong rapport with media and local businesses who participated in event

**Intern, Longwood University Student Activities Program Coordinator Spring 2012**

* Coordinated Spring 2012 Involvement Volunteer Fair, recruited over 60 clubs and organizations
* Wrote lively and informative articles for Longwood Greek Newsletter
* Created, coordinated and led detailed time management workshop for Lancer Productions Executive Board
* Currently planning and coordinating Spring Weekend and Late Night Breakfast for students

**CAMPUS ACTIVITIES:**

**Senior Mentor, Project Success Longwood University, Fall 2011**

* Due to excellent academics, staff recommendations and positive interview, hand selected by Dean of Student Affairs and other faculty to participate in program
* Created, proposed, coordinated and led team community service project
* Through bi-weekly meetings with three mentees, led team creation of presentation on service, self, career and leadership and personally presented to other Project Success team members

**Interview Coordinator, Applied Organizational Communication Longwood University, Fall 2011**

* Developed extensive audit report for a Longwood University campus department, resulted in finding departmental strengths as well as recommendations to enhance organizational communication
* Coordinated interview schedule and questions. Kept in close contact with department chairs.
* Presented sound, well received recommendations to department staff and recommendations were implemented by department

**New Member Coordinator, Alpha Delta Pi Longwood University, Spring 2011**

* Received national award for outstanding leadership as New Member Coordinator
* Prepared and coordinated flawless ceremonies and scheduled numerous detailed group activities to bond new and present members
* Interviewed and selected mentors for new members
* Planned and presented weekly lessons to teach 18 new members about organization
* Managed annual budget of over $2,000