**Timothy Quigley**

SCHOOL ADDRESS PERMANENT ADDRESS

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**EDUCATION**

***Longwood University*** Farmville, Virginia Fall 2008 - present

BA – Communication Studies May 2012

Concentration – Organizational Communications and Public Relations

**SKILLS**

Excellent writing skills, extensive interpersonal skills, adept in the field of public relations

Proficient in Spanish

**EXPERIENCE**

***Black Rocket Productions Internship*** Freehold, New Jersey Summer 2011

* Organized open houses and instructional demos.
* Co-head of client relations.
* Provided consultation in order to improve company website and media relations.
  + Assisted in designing new website.
  + Created marketing campaign and multiple press releases.
* Sent to New York City, NY and Washington, D.C. to promote company.

***K2 Consulting Firm*** Longwood University Fall 2010

* Fictional consulting firm created for an organizational communication course.
* Gathered information, organized, and authored a full communication audit.
* Conducted interviews and presented findings to the client.
* Used writing skills to create an outline of the team’s recommendations.
* Used conflict management skills to solve conflicts within the team.

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***Campus Recreation*** Longwood University Fall 2010 - present

Intramural Sports Official

* Registered students and collected fees.
  + Transitioned registration system to an online format.
* Organized teams and schedules of various sports.
* Officiated games and supervised players.
  + Ensured that games ran smoothly and on time.

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***Lancer Productions*** Longwood University Fall 2008 – present

Entertainment Committee

* Contacted and signed musical acts and organized performances.
* Organized a “Game Day Give Back” fundraiser during a screening of the Super Bowl to benefit St. Jude Children’s Hospital.
  + Raised over $300 for cancer research.
* Answered phones and advertising upcoming events.