***Kelly******Claar***

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**Education Robert Morris University,** Moon Township, PA

 Bachelor of Arts in Communication, concentration in Public Relations

Minor in Documentary Studies

 Expected December 2012, GPA: 3.75/4.0

 Deans List Fall 2009 – Spring 2012

**Work** New Perspective Productions, Pittsburgh Pa

**Experience Production Assistant Intern, September 2012 - Present**

 *- Assist on productions including lighting, camera, and prompter*

 *- Contact and coordinate with new clients to promote business*

 Staples: The Office Superstore, Pittsburgh, PA

 **Easy Tech Associate,** July 2011 – Present

 *- Provide excellent customer service in retail sales*

 *- Assist in the sale of computers and other electronics*

Robert Morris University, Moon Township, PA

 **Admissions Office Ambassador**, September 2010 – Present

 *- Lead campus tours to prospective students and families*

 *- Perform office work such as answering phones and filing*

**Project** **Brand Design**

**Experience** - *Developed company logos for two mock PR companies*

 *- Created rush logo for fraternity in Fall 2011*

 *- Established a photo to promote scholarship for fallen fraternity brother*

 **Production Assistance**

 *- Worked as technical director, camera operator, and teleprompter for RMU-TV*

 *- Assisted director, sound designer, and gaffer for New Perspective Productions*

 *- Performed as director, producer, and talent for various classwork productions*

 **Public Relations Campaigning**

 *- Wrote press releases, news articles, and video script as fraternity PR chairman*

 *- Constructed interviews and feature stories to promote RMU Builders Project*

 *- Utilized primary research and multimedia to create “Stay a Kid” campaign*

**Skills** Lighting and Camera Work Public Speaking and Presentation

 Microsoft Word and Excel Sales Experience Professional Document Writing Social Networking

**Activities** Alpha Chi Lambda Pi Eta

 Alpha Psi Omega Phi Delta Theta Fraternity

 College Democrats RMU Colonial Theatre

 Colonial Ambassadors RMU-TV