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

899 Pine Knob Rd. Osterburg, PA 16667 • (814) 327-2256 • kclaar11@gmail.com

**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