

CLAIRE E. WILLIAMS

c.willia.90@gmail.com
www.linkedin.com/in/clairewilliamslu

CURRENT ADDRESS

Longwood University
Box No. 2674
Farmville, VA 23909
(703) 431-8459 (Preferred)

PERMANENT ADDRESS

12517 Cliff Edge Drive
Herndon, VA 20170
(703) 430-2518

OBJECTIVE

Highly motivated student looking for an internship where I can contribute to and gain experience from community focused organizations.

EDUCATION

Longwood University – Farmville, VA
Bachelor of Arts: Communication Studies, Mass Media, Additional 12 credits in Psychology
Major GPA: 3.02

Anticipated May 2013

SKILLS

Experience writing news stories and press releases using Associated Press style. Proficient in Microsoft Office (Word, Excel, PowerPoint) and the audio program, GarageBand. Working knowledge with Canon camcorders, and additional experience with the nonlinear video editing software, Final Cut.

RELEVANT EXPERIENCE

After Dark Safety Walk

Fall 2011 – Spring 2012

- *Coordinate a campus-wide walk to educate and improve safety*
- *Develop and execute a communication plan to publicize the walk and to promote student participation*

Longwood Habitat for Humanity

Fall 2011

- *Established social media outlets including Facebook and Twitter*

Sigma Sigma Sigma Alumnae Relations Chair

Spring 2011

- *Organized sorority events and ceremonies for graduating seniors*
- *Authored chapter news for the social networking site*
- *Organized alumnae and sorority events on campus*

WORK EXPERIENCE

Public Relations Intern, Longwood University – Farmville, VA

January 2013 – Present

- *Write news releases, stories for alumni publications and content for Longwood's websites*
- *Arrange and conduct professional interviews*
- *Meet established deadlines daily*

Salesperson, Capital Sports and Décor – Dulles, VA

December 2011 – August 2012

- *Provided customer service and sales for athletic gear and sports memorabilia*
- *Coordinated memorabilia, fundraisers and signing events tasks for promotion and sales management teams*

Administrative Assistant, VIK A, Inc. – McLean, VA

Summer, Spring and Winter Breaks 2009 - 2013

- *Organized financial and administrative records related to engineering and land surveying project management services*
- *Maintained project files for surveying, engineering and accounting project teams*
- *Validated financial billing and collection transactions*
- *Handled incoming telephone calls from clients and vendors*
- *Managed front desk*
- *Executed general office duties for special research and accounting projects assigned*

Publications Assistant, National Business Education Association – Reston, VA

2007 - 2009

- *Handled incoming customer, member and vendor telephone calls*
- *Processed and fulfilled customer orders for publications*
- *Prepared bulk mailings to promote sales of publications*
- *Updated membership information and executed general office duties*

CLAIRE E. WILLIAMS

c.willia.90@gmail.com
www.linkedin.com/in/clairewilliamslu

CURRENT ADDRESS

Longwood University
Box No. 2674
Farmville, VA 23909
(703) 431-8459 (Preferred)

PERMANENT ADDRESS

12517 Cliff Edge Drive
Herndon, VA 20170
(703) 430-2518

REFERENCES

Kent Booty
Media Specialist; Associate Editor, Longwood Magazine
Longwood University
201 High Street
Farmville, VA 23909
(434) 395-2026
bootykl@longwood.edu

Jeffrey Halliday
Assistant Professor of Communication Studies
Longwood University
201 High Street
Farmville, VA 23909
(434) 395-2384
hallidayja@longwood.edu

JJ Mashburn
Controller / Senior Associate
VIKA, Inc.
8180 Greensboro Drive, Suite 200
Tysons Corner, VA 22102
(703) 442-7800
mashburn@vika.com

Stephanie Vatuna
Co-Owner
Capital Sports & Décor
21100 Dulles Town Circle, #162
Sterling, VA 20166
(571) 936-8464
stephanie@capitalsportsdecor.com

Linda Rounsavall
Former Supervisor, NBEA
10003 Wood Sorrel Lane
Burke, VA 22015

Jeanne Sinkovic
Family Friend
1299 Rock Chapel Road
Herndon, VA 20170
(703) 450-4620