

## **Professional History**

### **(Freelance) Fulfillment Coordinator, Pop2Life; New York, NY (7/15 – present)**

Worked with clients ranging from VIP Executives to contest winners in order to create and manage event logistics such as travel, accommodations, and itineraries from the moment a guest is sent their event invitation to the moment they arrive home after the event while maintaining budgets, expense reports, and assisted with post-event reconciliation. Also, responsible for hiring and training a team of brand ambassadors while tracking, maintaining, and ordering all promotional materials, as well as monitoring all posts for a social media-driven activation while curating a gallery of the posts.

### **(Freelance) Executive Assistant, Pop2Life; New York, NY (10/15 – 12/15)**

Between Fulfillment events, assisted the CEO by maintaining their calendars and to-do list, scheduling meetings, assuring all e-mails were responded to and sorted properly, covering phones, coordinating catering orders, and tracking all office supply levels.

### **Campus Center Operations Manager, Ithaca College; Ithaca, NY (11/13 – 5/15)**

#### **Promoted from Operations Staff (5/13 – 11/13)**

Hired, trained, monitored, assessed, and lead a team of 50 student workers in three areas: event set-ups, manning the information desk, and recreation center while overseeing daily building activities.

### **Event Management Intern, Eat|See|Hear; Los Angeles, CA (6/14 – 7/14)**

Assist with weekly event set-ups, schedule twice-daily social media posts, facilitate communication between the company and all food trucks scheduled for each weekend's event, assist with on-site duties such as admission, parking, and answering guest questions.

## **Education**

### **Roy H. Park School of Communications, Ithaca College; Ithaca, NY (8/11 – 5/15)**

BS in Integrated Marketing Communications, Cum Laude

BA in Communication Studies, Cum Laude

Minor in Legal Studies

## **Other Experience**

Senior Week Co-Chair, Ithaca College; Ithaca, NY (10/13 – 5/15)

Events Lead, Ithaca College Senior Class Gift Committee; Ithaca, NY (8/14 – 5/15)

Branded Entertainment Intern, Populous Brands; Los Angeles, CA (5/14 – 7/14)

Campus Coordinator, DoSomething.org; New York, NY (8/12 – 12/12)

Writer/Host/Floor Manager, Ithaca College Television's Pop Quiz; Ithaca, NY (8/12 – 5/14)

## **Awards + Honors**

Ithaca College Campus Life Award (4/15)

4th Place— American Advertising Federation's National Student Advertising Competition (4/15)

Alpha Delta Sigma (ADS) Advertising Honor Society (3/15)

Peggy Ryan Williams Award for Academic and Community Leadership (2/15)

Lambda Pi Eta Communications Honor Society (3/14)

## **Skills**

Customer + Client Relations, Branded Promotions + Events, Media Math, Administrative Support, Adobe Creative Suite (Photoshop, InDesign, Illustrator), Microsoft Suite (Word, Excel, Powerpoint), Social Media for Professional Applications (Facebook, Twitter, Instagram, Tumblr), Public Presentation, Collaboration

## **References**

Available Upon Request