



120 wooster street, 4th floor  
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**Name**  
**Address**  
**Phone • Email**

## EMPLOYMENT

**Company,** **New York, NY** **Date-Date**  
**Public Relations**

- Assistant to the Divisional Vice President of Global Public Relations.
- Coordinate celebrity dressing efforts for department.
- Field all product placement requests for television and film.
- Manage department budget and process all invoices.
- Manage and maintain PR showroom.
- Create and submit all product requests orders.
- Assist on special projects and events from conception to completion.

**Company,** **New York, NY** **Date- Date**  
**Marketing Intern**

- Assist planning/execution of special events
- Facilitate editor requests by selecting appropriate store merchandise.
- Compile store credits and publicity from various media outlets & distribute relevant information internally.
- Supervise in-store photo and television shoots.
- Maintain and update the customer profile system.
- Complete general administrative work.

**Company,** **New York, NY** **Date- Date**  
**Marketing/Merchandising Intern**

- Assist in upholding standards of brand's image in store setting.
- Assist Director of Marketing in execution of contests, market research and administrative work.

**Company,** **New York, NY** **Summer 2xxx**  
**Administrative Assistant**

- Assist Controller and bookkeeper in general administrative work.
- Organize and review employee expense reports and company expenses.
- Monitor employee and company insurance policies and premium payments.

**EDUCATION** **University,** New York, NY  
B.S. May 2xxx Major: Communications. Minor: English.  
Honors: Dean's List. GPA: 3.5.

**COMPUTER SKILLS** Microsoft Word, Microsoft Excel, PowerPoint

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