

Name

City, State • Phone • Email • LinkedIn URL

EDUCATION

Bachelor of Arts in Communication anticipated Month Year

Keene State College, Keene, NH

- Consistently work 30 hours a week during academic year to fund college

RELATED COURSEWORK

Writing for the Media, Communicating in the Workplace, Public Speaking, Political Multiculturalism, Rhetorical Criticism

SKILLS

- Social Media: Instagram, TikTok, Twitter, Facebook
- Skilled in Adobe Photoshop and Premiere Pro
- Bilingual in English & Portuguese, Spanish-Proficient

RELATED EXPERIENCE

Event Planning Intern, Month Year – Month Year

Memorable Events, Keene NH

- Assisted with coordinating events in Monadnock region including Pumpkin Fest in Cheshire Fairgrounds, Wedding Expo, photoshoot campaign at Aldworth Manor
- Consolidated business outreach, formulated clientele listings, researched and contacted vendors about sponsorship opportunities
- Participated in network/professional development-BNI (Business Networking International)

SALES EXPERIENCE

Sales Associate, Month Year – Month Year

Moe's Boutique, Keene, NH

- Plan, organize, and market special events such as 'Ladies Night' and trunk shows
- Deliver excellent customer service with great attention to customers' needs and fashion sense
- Merchandise high-end clothing and stylize mannequins to create pleasing shopping environment

Manager & Brand Representative, Summers Year & Year

Sinesia Karol Boutique, Newport, RI

- Managed and operated store as sole employee
- Interviewed potential sales associates
- Informed customers on product details such as materials, style, and sizing

COMMUNITY INVOLVEMENT

Canvasser, Fall YEAR

Political Campaign, Keene, NH

- Provided information to Keene residents on key policy topics
- Elicited concerns and interests to inform campaign on residents' needs

Volunteer Work, Fall YEAR

Keene Public Library, Keene, NH

- Assorted and organized donated books at the Keene Public Library