Your Name

email@gmail.com | Phone Number

# Education

**University of Pittsburgh, Dietrich School of Arts & Sciences** Pittsburgh, PA

*Bachelor of Arts* April 2023

Majors: Communication Rhetoric, Public and Professional Writing GPA: 3.77

Minor: Italian

# Work Experience

**Media Company ABC** Venetia, PA

*Digital Marketing and Social Media Intern* May 2022- Present

* Work with Digital Marketing Director to create and refine social media strategies for internal and client marketing projects
* Assist in managing social media platforms (Instagram, Facebook, LinkedIn, YouTube, Vimeo, TikTok) and create a content calendar to ensure content is being consistently posted, relevant, creative, and engaging for our audience
* Create written blog content for Steady State Media as well as on-going external client organizations
* Maintain knowledge and understanding of new social media trends and trends within the digital marketing industry

**Freelance Art** Venetia, PA

*Commissioned Artist* January 2020- Present

* Demonstrated marketing, professional communications, and digital media skills by starting up own small art business
* Facilitated sales and maintained point of sale transactions for customers through my Etsy shop and Instagram account
* Collaborated with local mall businesses to promote my business in their store with a pop-up shop to encourage sales

**Restaurant ABC** Canonsburg, PA

*Banquet Server* May 2021- Present

* Coordinate with kitchen staff to ensure timely serving of food courses to guests
* Communicate with guests to confirm their decisions to maintain a seemingly effortless special event
* Assist coworkers with their portion of our responsibilities to promote teamwork and ultimately benefit the event in its entirety
* Demonstrated flexibility and adaptability through being on call to take shifts

**Bakery ABC** North Strabane, PA

*Sales Associate* August 2017- Present

* Audit transactions and maintained correct drawer balance to ensure a swift close and counting down of drawers
* Merchandize bakery products by monitoring inventory and restock entire store accordingly
* Provide customer service and independently advise customers with their conflicts or questions

# Activities & Leadership

**Kappa Delta Xi Chapter** Pittsburgh, PA

*Vice-President Member Education/Member* May 2021- Present

* Organize and facilitate 5 workshops in the calendar year to educate the 150 people in our chapter on important topics
* Lead and mentor ~40 women in the new member class by educating them on Kappa Delta values, traditions, and rituals
* Guide new members in establishing themselves in our organization and school’s community through bonds between sisters
* Participate in and help to execute philanthropy events in support of Prevent Child Abuse America or Girl Scouts

**Connecting Champions at Pitt** Pittsburgh, PA

*Vice President/Participant* February 2021- Present

* Facilitate and participate in club activities to support children with cancer and connect them with individualized mentorships
* Maintain relations and communication with a Connecting Champions representative by acting as the liaison during mentoring
* Cultivate friendship and guidance between myself and a childhood cancer patient through teaching various art techniques

**The Letter Project** Pittsburgh, PA

*Participant* September 2019- Present

* Participate in club meetings to write uplifting and inspiring letters to girls and women in need of words of encouragement
* Tailor my writing to each recipient’s needs by creating personalized letters based on details given about them