

Name

Address, Phone, Email

PROFESSIONAL EXPERIENCE

Office of United States Senator Name, St. Augustine, FL

20xx

Intern

- Assist and respond to constituents via mail, e-mail, and phone calls.
- Act as sole representative of Senator Martinez at various events including deployment ceremonies, chamber meetings, community events, and more.
- Provide newspaper clippings and research reports on current events for 23 counties.
- Update contacts and assign casework through Intertrac.

The DOW Advantage Public Relations Group, Flagler College

20xx-20xx

Managing Partner

- Review all forms of agency output including press releases, advertising, surveys, and more.
- Maintain 4 clients and manage staff of 10.
- Manage and direct research and execution of all agency projects and functions.

Account Executive- The First Tee of St. Johns County

- Coordinated 2008 St. Augustine Amateur Golf Tournament with players from 14 different states.
- Created advertisement, copy, and press releases for 2008 Amateur Program.
- Organized first annual Ambassadors Night Gala fundraiser; raising nearly \$12,000 for the First Tee of St. Johns County

The Dalton Agency, Jacksonville, FL

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Intern

- Hired as a "PR+" Intern, with responsibilities in marketing, public relations and advertising.
- Acquired over \$7,000 in sponsorships and managed promotional video for Healthy Mothers, Healthy Babies Coalition of North Florida
- Developed partnership with MapMyRun.com to create new marketing medium for 26.2 with Donna: The National Breast Cancer Marathon
- Executed over 10 press releases published in several Jacksonville area papers including The Daily Record and The Florida Times-Union

CPAmerica International, Miami, FL

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Marketing and Member Services Assistant

- Created marketing packets including flyers, registration forms, and conference schedules mailed to 300+ CPAmerica and CPAConnect member firms.
- Assisted in editing of an advertisement published in the Gator Quarterback Club Directory
- Persuaded prospective members to schedule meetings via e-mail, phone calls, and mail-outs with total media outreach of over 2,000.
- Researched and expanded database to include seven states with new prospective members

EDUCATION

Bachelor of Arts in Strategic Communication

May 20xx

Advertising minor and History minor

Flagler College, St. Augustine, FL

VOLUNTEER

The Girl Effect

20xx-20xx

St. Augustine Youth Services

20xx-20xx

Writing Center Peer Tutor

20xx-20xx

