

CONTACT

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EDUCATION

Auburn University (May 2018)
Bachelor of Arts in Public Relations
Major GPA: 3.91
Dean's List: Fall 2015, Spring 2016,
Fall 2016 and Spring 2017

SKILLS

AP Style

HTML Coding

Adobe Photoshop

Adobe InDesign

SEO Optimization

Cvent

PROFESSIONAL GROUPS & EXTRA CURRICULAR ACTIVITIES

- Lambda Pi Eta
Communications Honors
Society
- National Honors Society of
Leadership and Success
- Gamma Phi Beta Sorority
- Angel Tree Ministries
Organizer
- Sunday Suppers Volunteer
- Highland Support Project
Missionary

WORK EXPERIENCE

EVENT SERVICES AND STRATEGY INTERN

AARP | Washington, DC | Summer 2017

- Created and distributed staff briefing documents and event recap reports, containing goals, number of engagements and media impressions, for all Summer Block Party events.
- Authored and assisted in the creation of copy points for paid media content, distributed media reports and social media surveys, all advertising the Block Parties.
- Traveled to and worked on-site at each Summer Block Party event to change people's perception of AARP by engaging with the community.
- Attended site visits and assisted in the design of room layouts for ceremonies, conferences and receptions.
- Sent proposals and contracts to caterers and florists for internal events.

MEETINGS AND TRAVEL DEPARTMENT INTERN

FINRA | Washington, D.C | Summer 2016

- Assisted in all aspects of the planning and execution of FINRA's annual summer conference.
- Created and updated informative documentation about the company and events to be distributed to clients and attendees.
- Developed RFPs, worked with and managed relationships with potential and current suppliers and vendors.
- Managed all transportation, researched and selected venues, and managed budgets for all FINRA meetings and conferences.
- Selected food and beverage menus, designed room layouts, and worked as the on-site person of contact for FINRA events.
- Updated database and worked with Cvent.

EVENT COORDINATOR ASSISTANT

Cat Cay | Bahamas | Dec. 2016 & May 2017

- Assisted in all aspects of the preparation and execution of week-long special events.
- Worked on-site directing the flow of activities.

JOURNALIST RESEARCH ASSISTANT

Pride and Glory Ventures | Auburn, Ala. | April 2015

- Gathered information about events through research, interviews and experience to write a column to be featured in a column in *Women's Wear Daily* sponsored by Pride and Glory.