

Kara Greene

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- OBJECTIVE** Seeking a position as a Public Relations Account Coordinator.
- EDUCATION** **The University of Alabama**, Tuscaloosa, Alabama, May 2015
Major: Public Relations
Minor: Event Management
- Florence University of the Arts**, Florence, Italy (Summer 2014)
CIS Abroad, Florence- Introduction to Digital Photography, 3 credits
- EXPERIENCE** **Intern**, City of Tuscaloosa Art & Entertainment Department, Fall 2014-present
- Oversee and manage events at the River Market.
 - Generate promotional materials for events to distribute via social media.
 - Plan event set-ups and work with client to book entertainment and caterers.
 - Assist with training of new interns.
- Intern**, The Bear Trap Restaurant and Bar, Spring 2015-present
- Manage all social media platforms.
 - Fully plan, market and execute all events held at the venue.
 - Create promotional materials such as brochures and flyers to promote events and increase business in all aspects.
- Staff Writer**, The Odyssey, Fall 2013-Fall 2014
- Wrote and published articles in the university's Greek newspaper.
 - Collaborated with co-workers to generate weekly article ideas.
 - Promoted articles on the website through various social media outlets.
 - Distributed newspapers to the sorority and fraternity houses.
- HONORS AND ACTIVITIES** Alpha Delta Pi Sorority, Fall 2011-present
- Service Projects: Tuscaloosa tornado cleanup, toy drives, food drives
 - Volunteer Activities: Ronald McDonald House, T-Town Paws
 - Involvement: Risk Management Committee, Philanthropy Committee, Social Committee
- Sigma Alpha Lambda Honors Society
University of Alabama's Dean's List, 2011-2014, and President's List, 2014
- SKILLS** Proficient in Microsoft Windows including Word, Power Point, Excel, and Outlook. Adobe Photoshop, InDesign, Illustrator, Canva, and Wordpress
- OTHER EMPLOYMENT** **Assistant**, Lewis, Smyth, Winter and Ford, LLC, 2013-2014
- Assistant Teacher**, East Cobb Preparatory School, School Holidays
- Domestic Assistant**, Summer of 2013 and 2011