

Kelsey James
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e-mail address, phone number
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Seeking Spring 2018 Communication Internship

EDUCATION

Bachelor of Arts, Communication Major-Organizational Leadership Concentration, Expected May 2018
University of North Georgia, Gainesville, GA
GPA: 3.75/4.00

RELATED SKILLS

Computer-Microsoft Word, Excel, and PowerPoint, Publisher, Photoshop
Foreign Language – Beginner level written and spoken Spanish

RELATED EXPERIENCE

Scott's Downtown Catering, *Event Assistant*, Gainesville, GA, May 2017 –Present

- Arranged meetings with prospective clients to review services and create a custom event package
- Collaborated with event planning staff to coordinate layout of seating, food prep & serving areas, and decorations
- Performed inventory and recorded amount of supplies needed for events
- Coordinated and monitored event timelines and ensured all deadlines were met

HomeTown Neighbors Magazine, *Intern*, Clarkesville, GA August 2016 –December 2016

- Wrote two community news articles included in the January 2017 edition
- Contacted local event organizers and conducted interviews on upcoming events for inclusion in publication
- Participated in staff meetings to discuss story ideas, magazine layout, and upcoming deadlines

OTHER EXPERIENCE

Ingles, *Cashier*, Gainesville, GA June 2016 – April 2017

- Recognized as employee of the month for October 2016
- Familiarized customers with product location throughout the store and provided details regarding weekly advertised specials
- Provided friendly and prompt customer service at check-out

CAMPUS & COMMUNITY INVOLVEMENT

Georgia Mountain Food Bank, *Volunteer*, Gainesville, GA May 2017-Present

- Organized donated items by designated category for quick assembly of emergency food boxes
- Distributed food boxes to at local food pantries throughout six North Georgia counties

Nighthawks Entertainment Club, *Member*, Gainesville, GA August 2016-Present

- Represented club at student orientation to promote membership and increase club visibility on campus
- Created new marketing material to promote events resulting in an increase in student participation

March of Dimes, *Volunteer*, Gainesville, GA April 2016

- Registered participants for the March of Dimes walk verifying that team applications were completed