

SCARLET GRAY

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EDUCATION

Ohio State University | Columbus, OH
Bachelor of Arts, Communication
Dean's List

Expected Graduation: Dec 20XX
GPA: 3.7
Autumn 20XX, 20XX and Spring 20XX

EXPERIENCE

Crawford Communications, Dublin, OH

May 20XX - Present

Communications Intern

- Authored weekly internal communications to be distributed company-wide
- Created content for Twitter, Instagram, LinkedIn and Facebook accounts
- Utilized Google Analytics data to drive social media posting and content creation
- Wrote weekly press release in AP Style and uploaded website

Delta Pi Sorority, Columbus, OH

Jan 20XX – Dec 20XX

VP Communications

- Facilitated communication with over 180 chapter members and national advising team
- Composed and submitted meeting minutes to Executive Offices on a weekly deadline
- Managed account content on 4 social media platforms
- Chaired chapter public relations efforts, writing and editing external communications

CityScene Media, Columbus, OH

May 20XX - Aug 20XX

Event Planning Intern

- Performed market research and analysis to propose new publicity event
- Managed day-of event logistics including registration and schedule for 4 networking events
- Coordinated 30 sponsorship opportunities by teaming up with local companies
- Managed silent auction donations and delivery at event hosting 2,000 guests

ACTIVITIES

OSU Undergraduate Communication Association, Social Media Manager

Jan 20XX - Present

- Managed Facebook, Twitter and LinkedIn accounts

Star House, Volunteer

Jan 20XX – Present

- Supported at-risk youth through various activities focused on building community
- Developed engaging events in the community to raise funds and awareness

SKILLS

Instagram, Twitter, Facebook, LinkedIn, Microsoft Office, Google Analytics, AP Style