

# Mary Catherine Hamilton

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## EDUCATION

**Auburn University**, Auburn, AL

*Bachelor of Arts in Public Relations, Concentration in Marketing, May 2009*

GPA: 3.1

## SUMMARY

- Energetic young professional seeking to utilize public relations and communication skills
- Motivated and results-oriented with experience working in an office/team environment

## SKILLS

- Microsoft Office, Adobe Dreamweaver, Adobe Flash, Adobe InDesign, Adobe Photoshop, SnagIt, Windows Movie Maker, iMovie, SPSS, HTML
- Experience in writing blogs, press releases, news stories, feature stories, broadcast releases, pitch letters and press kits
- Knowledge of video capturing, editing and posting on to Word Press and Ning sites

## EXPERIENCE

**Auburn University Office of Alumni Affairs**

Auburn, AL

*Programs Intern*

Jan 2009- Present

- Assist with coordination and execution of various events, including 2009 Club Leadership Conference and 2009 Lifetime Achievement Awards
- Correspond with sponsors, vendors and members
- Research bids on event needs
- Research other universities for similar events; analyze data and compile reports
- Help out with day-to-day program activities, including answering phones, problem solving and responding to questions from alums and members

**Kinnucan's Enterprises, Inc.**

Auburn, AL

*Assistant Manager*

Jan 2008- Aug 2008

- Supervised employees and other personnel issues
- Managed cashiers in areas of money handling, voids, shift breaks, and customer service
- Performed daily bank runs
- Supervised daily functions of store activity to maintain visual merchandising standards and customer satisfaction
- Supervised product inventory; verified quantity and quality of products received

**Allied Advertising and Public Relations**

Atlanta, GA

*Public Relations Intern*

May 2007-Aug 2007

- Created and organized promotional events for motion picture companies such as Fox Searchlight, Warner Independent, and IFC Films in the Atlanta & greater southeast area
- Researched key target markets specific to each motion picture
- Secured promotional partners for movie screenings
- Hosted several promotional events
- Performed grass roots promotions in the Atlanta area
- Appeared on *Good Day Atlanta* (television morning show) in promotional event

## LEADERSHIP and ACTIVITIES

- Social Sorority: *Leadership Nominating Committee, Web-designer*
- American Marketing Association, Auburn University chapter: *Member*
- Auburn University Panhellenic Council: *Recruitment Counselor*
- Auburn University Swim & Dive Team: *Tiger Splashers hostess*
- Lee County Boys and Girls Club: *Literacy Volunteer*
- IMPACT service organization: *Volunteer*
- Student Alumni Association: *Member*

## REFERENCES

Professional and personal references available upon request