

Mary Catherine Hamilton

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www.marycatherinehamilton.com

EDUCATION

Auburn University, Auburn, AL

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

SUMMARY

- Energetic young professional seeking to utilize communication and organizational skills
- Motivated and results-oriented individual with public relations experience

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

EXPERIENCE

ChirpUp.com

Atlanta, GA

Contributing Blogger

November 2010-Present

- Compose weekly blog articles for an interactive marketing and social media agency, focusing on the impacts of social media

RBC Wealth Management

Atlanta, GA

Branch Associate

October 2009-Present

- Provide support to Branch Manager, Financial Advisors and Client Associates
- Provide customer service to existing and prospective clients
- Process financial transactions, including journals, wire transfers, security transfers and physical security processing

Alpharetta Convention and Visitors Bureau

Alpharetta, GA

Public Relations Intern

July 2009- October 2009

- Contributed in writing press releases that were published by local media
- Corresponded with various media sources to secure publicity for local events
- Organized published work to determine monetary value of public relations efforts

Auburn University Office of Alumni Affairs

Auburn, AL

Programs Intern

Jan 2009- May 2009

- Assisted with coordination and execution of various events, including 2009 Club Leadership Conference, 2009 Lifetime Achievement Awards and 2009 MAIN A-Day Tailgate
- Corresponded with sponsors, vendors and members

Kinnucan's, Inc.

Auburn, AL

Assistant Manager

Jan 2008- Aug 2008

- Supervised daily functions of store activity to maintain visual merchandising standards and customer satisfaction
- Managed cashiers in areas of money handling, voids, shift breaks, and customer service

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 and greater southeast area
- Researched key target markets specific to each motion picture
- Secured promotional partners for movie screenings

LEADERSHIP and ACTIVITIES

- Junior League of Atlanta: *Provisional Member*
- American Cancer Society: *Pink Ribbon Golf Tournament and Evening of Hope Gala Volunteer*
- Buckhead Church: *Small group member*
- Atlanta Auburn Alumni Club: *Member*
- Social Sorority: *Leadership Nominating Committee, Web-designer*
- American Marketing Association, Auburn University chapter: *Member*
- Auburn University Panhellenic Council: *Recruitment Counselor*
- Lee County Boys and Girls Club: *Literacy Volunteer*

REFERENCES

Professional and personal references available upon request