

MOLLY MASSCOMM

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OBJECTIVE

Public Relations candidate with experience in event planning, leadership and sales seeks internship with a non-profit agency.

EDUCATION

Middle Tennessee State University, Murfreesboro, Tenn.

May 2009

Bachelor of Science in Mass Communication

Concentration: Public Relations

Minors: Political Science and Marketing

GPA: 3.2/4.0

Specialized Coursework:

Market Research

Personal Selling

Free Expression

Media Writing

Media Law

PR Publications

TECHNICAL PROFICIENCIES

- Microsoft Office: Excel, Word, Powerpoint, and Publisher
- Writing News Releases, Public Speaking, Leadership
- Familiar with InDesign and Photoshop

EXPERIENCE

Alexis Inn and Suites Hotel, Nashville, Tenn.

April 2005 – April 2008

Assistant Manager (January 2006 – Present)

- Supervise three employees and ensure shift schedules are covered adequately by hotel staff
- Develop rewards program for employees to create incentives for room bookings
- Reconcile hotel accounting at end of evening shift
- Create pricing strategies for travelers based on previous room usage

Front Desk Assistant (April 2005 – December 2005)

- Assist incoming guests with room placement and hotel issues
- Advise owners about hotel remodeling issues and recommend areas for improvement

Belle Aire Baptist Church, Murfreesboro, Tenn.

January 2004 – April 2004

Nursery Worker

- Supervised children during worship service
- Sanitized children's toys and play areas to create safe, accident free environment
- Answered parent questions regarding childcare service hours and activities

Zaxby's, Murfreesboro, Tenn.

August 2003 – December 2003

Cashier/Food Preparation Cook

- Promoted new menu items to customers to improve visibility and increase sales
- Entrusted to open and close store to ensure security
- Resolved customer complaints and made recommendations to improve satisfaction

ACTIVITIES/HONORS

- Public Relations Student Society of America (PRSSA)
- Dean's List