**Kelsey James**

Gainesville, GA 30506

[e-mail](mailto:sjames@gmail.com) address, phone number

LinkedIn URL

**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

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