**KATHY SMITH**

Pittsburgh, PA 16432

214-234-5555

ksmith@gmail.com

**SUMMARY OF QUALIFICATIONS**

* Excellent time management, communication and prioritizing skills
* Microsoft Office, Canva, Photoshop
* Experience promoting through social media
* Successful in attracting donors and funding to support social causes

**EDUCATION**

Marshall University, Huntington, WV

B.B.A., Marketing Graduated – May 2020

GPA - 3.87

**WORK EXPERIENCE**

Appalachian Children’s Chorus, Charleston, WV

**Administrative and Development Director** July 2017 – present

* Responsible for development and fundraising for the chorus
* Creating promotional materials for events and activities

Parkline Inc., Winfield, WV

**Sales and Marketing Associate** April 2016 – July 2017

* Coordinated public relations, advertising and marketing for metal building manufacturer to keep the company positioned as a leader in the metal building industry.

**INTERNSHIPS**

Marshall University, Huntington, WV

Marshall Artist Series

**Public Relations Intern** August 2019 – May 2020

* Assisted the Director of Public Relations and Marketing in all aspects of media relations, event planning and fund raising to provide continual coverage of the Marshall Artist Series in the media and maintain quality relationships with ticket holders.

West Virginia Legislature Information, Charleston, WV

**Public Relations Intern** January 2018 – May 2018

* Worked in a non-partisan legislative office assisting state lawmakers in all aspects of media relations such as newspaper column writing and press releases to garner favorable media for all state law makers.

**HONORS AND ACTIVITIES**

* Dean’s List – all semesters
* Public Relations Student Society of America, Marshall University Chapter
* Marshall University Student Ambassador