

Amanda Neyer

Public Relations Major

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OBJECTIVE

To attain employment within public relations or marketing, specifically special events.

EDUCATIONAL BACKGROUND

University of Dayton: Dayton, Ohio, BACHELOR'S DEGREE, 2010.

- Public Relations major, Marketing minor, GPA: 3.40
- Member of Public Relations Student Society of America (PRSSA)
- Pi Beta Phi Sorority
 - House Manager
 - Leading with Values Committee
 - Public Relations Committee
- Panhellenic Council
 - Pi Beta Phi Delegate: liason between Council and Pi Beta Phi
 - Fundraising Chair: organized 2-3 fundraising activities per semester for the Council

WORK EXPERIENCE

Cincinnati USA Regional Chamber, Cincinnati, Ohio

Summer 2009

Marketing/Communications Intern

- Wrote articles for bi-weekly print and electronic newsletters
- Interviewed/photographed events and festivals
- Tracked social media statistics, compiled a 60-page media monitoring report

Leukemia & Lymphoma Society, Cincinnati, Ohio

Summer 2009

Marketing Intern

- Created and continuously updated social media sites for the local chapter
- Contacted newspapers about local events, recruited new event participants
- Created slideshows and flyers for various fundraising events

Neyer Properties, Cincinnati, Ohio

Summers of 2005-2009

Intern

- Updated flyers for over 30 properties and land parcels
- Wrote news releases for new hires, updated resumes for current employees
- Contacted/updated media contacts
- created/labeled aerial maps for potential clients

University of Dayton Women's Center, Dayton, Ohio

2009-present

Newsletter Editor & Communications Manager

- Contacting writers, writing/editing stories
- Formating/designing issues for the bi-monthly newsletter

American Eagle Outfitters, Cincinnati, Ohio

2007-present

Sales Associate

- Manage multiple retail and customer operations in a fast paced environment, increase general revenue through suggestive selling and product promotion

Lead Cashier

- Train new cashiers and assist in return transactions

SKILLS

- Advanced knowledge of Word, Excel, PowerPoint, SPSS, InDesign, and Illustrator
- Skilled at working within a group environment
- Able to handle several tasks simultaneously
- Self-motivated and detail oriented
- Strict adherence to deadlines