

Brittany B. Williams

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OBJECTIVE

A career in the field of communications/public relations, with opportunity to apply a range of skills and competencies in a collaborative, creative, and results-oriented team environment.

EDUCATION

Southeastern Louisiana University, Hammond, LA

Master of Arts in Organizational Communications - Concentration in Public Relations

December 2012 Cumulative GPA: 3.85

Bachelor of Arts in Social Work, December 2010

SKILLS SUMMARY

Communication

- Event planning, public and political campaign planning, fundraising, orientations and recruiting.
- Public speaking, interviewing preparation, training and assessment, emotional intelligence coaching.
- Writing press releases, news releases, newsletters, brochures, and grant writing.
- Crisis communication training, diversity training, leadership training, knowledge of employment law.
- Conducted basic qualitative and quantitative research; knowledge of organizational structure and management.

Technology

PeopleSoft System, MS Office/Publisher, Windows and Mac OSX, IBM SPSS predictive analytics software, audio/visual equipment (projectors, speakers, video), light HTML coding, light Adobe Photoshop, various social media websites.

EXPERIENCE

Southeastern Louisiana University Office of Admissions, Hammond, LA

Graduate Assistant, January 2012 – December 2012

Assisted with planning and executing university sponsored recruiting events such as Student and Parent Orientations. Actively recruited students to attend Southeastern at college fairs and private school visits. Acquired knowledge of university recruitment and marketing strategies, and administrative functions including the student enrollment process.

Student Assistant, August 2007 – January 2009; Orientation Leader, January 2007 – January 2008

Jay Dardenne for Lt. Governor Re-Election Campaign, Baton Rouge, LA

Assistant Campaign Manager, August 2011 – October 2011

Directly assisted Campaign Manager in statewide campaign activities. Coordinated all campaign volunteer affairs. Wrote press releases, managed campaign budget and campaign headquarters actions, and coordinating grassroots campaigns.

Southeastern Louisiana University Student Government Association, Hammond, LA

Graduate Assistant, January 2011 – August 2011

Responsible for student life event planning and membership recruitment and retention. Assisted in overseeing all office operations, attended student senate meetings, performed office administrative duties, and assisted coordinator with expense reports and budgets. **Student Assistant, January 2009 – December 2010**

St. Tammany Parish Hospital Parenting Center, Covington, LA

Student Intern, August 2010 – December 2010

Assisted with large fundraiser event planning and execution, new parent hospital visits for membership recruitment, PR writing, and parenting class preparation; community services representative and currently volunteer for annual fundraiser.

ACTIVITIES & HONORS

Outstanding Woman of the Year 2009; Student Government Association, Executive Board 2007- 2011; Theta Phi Alpha Fraternity, 2006-2010 (President 2009, Recruitment Chairman 2008); Order of Omega – Greek Honor Society; Southeastern Ambassadors, 2007-2009; Southeastern Leadership Conference 2007-2011 (presenter; planning committee).