

Kelsey James

GA 30506

e-mail, phone

LinkedIn

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

- Arranged meetings with prospective clients, created custom event package
- Collaborated with event planning staff to coordinate layout of seating, food prep & serving areas, and decorations
- Performed inventory and recorded all supplies needed for events
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