

ELAINE MARIE HARRISON

185 Willow Brook Lane
Sparta, NJ 07871

978.729.3071
elaineharrison22@gmail.com

Recognition:

“An outstanding student...one of the best I have ever taught.”

*Professor,
Department of Management,
Hampshire College*

“An exemplary and serious student...Elaine excels outside of the classroom as well...known throughout the campus as a valued, respected and effective student leader.”

“Intelligence, leadership, organizational skills, honesty, integrity and diplomacy are characteristics that only begin to describe Elaine.”

*Vice President of Student
Affairs, Regis College*

“... Always find that she has a positive attitude with the perfect combination of enthusiasm and eagerness. Elaine continues to exceed and surpass all of her responsibilities.”

*PR Project Manager, Office of
Communications,
Hampshire College*

“A joy to have at the organization and a pleasure to work with...”

*Marketing Manager,
American Red Cross*

CAREER OBJECTIVE

An entry-level position in Marketing or Public Relations where my education, experience and enthusiasm can contribute to the organization's success.

SUMMARY OF QUALIFICATIONS

Highly motivated and hard-working new graduate with a strong academic record. Graduated top of class out of 450 students while working part-time, participating in community projects and collegiate activities. Completed 3 internships in public relations and marketing for diverse organizations; mastering solid organizational, written, verbal, and interpersonal communication skills. Quick learner who works well with others and thrives on challenging projects.

EDUCATION

HAMPSHIRE COLLEGE, Amherst, MA

Bachelor of Arts – Major in Communication, Minor in Management

GPA: 3.99/4.0

Helped to finance college education and related expenses through part-time and summer jobs

Honors / Academic Distinctions:

- ★ Valedictorian for Hampshire College class of 2007
- ★ Dean's List (8 semesters)
- ★ Presidential Scholar
- ★ 2006-2007 Leadership & Service Award Recipient
- ★ Lambda Pi Eta National Honor Society
- ★ Delta Sigma Epsilon National Honor Society
- ★ Graduated Summa Cum Laude

PUBLIC RELATIONS & MARKETING EXPERIENCE

AMERICAN RED CROSS OF HADLEY, Hadley, MA (January 2007- May 2007)

Public Relations Intern

- Assisted the Manager of Marketing Communications by compiling and editing press releases, organized event planning for the Annual Clara Barton Humanitarian Awards dinner.
- Worked at dinner event as a photography assistant.

COLLEGE PUBLIC RELATIONS OFFICE, Amherst, MA (2004-2007)

Public Relations Assistant

- Compiled monthly media reports regarding college's coverage in the local news on topics that included Regis College expansion project and decision to become a co-ed institution.
- Wrote press releases on student achievements and other academic events as needed.

Continued...

PUBLIC RELATIONS & MARKETING EXPERIENCE Continued...

LOMBARDO'S BANQUET AND FUNCTION FACILITIES, *Northampton, MA*
(September-December, 2006)

Marketing Intern

- Asked to head up all marketing efforts for the 2007 "Fantasy Wedding Festival."
- Researched and contacted vendors to participate in a special event, organized mailings.
- Aided in the daily administrative activities to support company operations.

WGGB-TV Channel 5, Amherst, MA (January-April, 2006)

Public Relations Intern

- Hosted station tours to public groups such as Boy Scouts and Girl Scouts to educate them on the station's purpose and activities.
- Worked with programming department to resolve public concerns and answer questions.
- Compiled news clips from daily papers regarding the television industry.
- Answered outside requests for station and on-air talent information.

ADDITIONAL PROFESSIONAL EXPERIENCE

GEISSLER'S SUPERMARKETS, Agawam, MA - *Customer Service Representative & Cashier* (2001- 2007)

ARAMARK FOOD SERVICE, Springfield, MA - *Caterer*, (2005-2007)

THE LAW OFFICE OF ATTORNEY JEFFREY DOWNING, West Springfield, MA - *Assistant* (2005-2007)

ACADEMIC ACTIVITIES

Director of the Presidential Scholars, (2006-2007)

Student Advisory Board member, (2005-2007)

Campus Ministry Executive Board member, (2003-2007)

Campus Activities Board member, (2004-2006)

EXCELLENT REFERENCES AVAILABLE
