

GINA BORELLI

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OBJECTIVE

Entry-level public relations position that requires interpersonal communication, organizational and creative skills. Especially interested in event planning.

STRENGTHS

- Planner, organizer, communicator, implementer, writer, team-player
- Creative, dedicated, tactful, adaptable, detail-oriented, initiating, goal-oriented, positive

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of Arts Degree in Communication, May 20xx

Major: **Public Relations** Minor: **History** GPA 3.4/4.0

PROFESSIONAL EXPERIENCE

Public Relations Intern, LUCAS HOSPITAL FOUNDATION, Milwaukee, WI, Spring/Summer 20xx

- Planned annual, special and fundraising events for St. Luke's Hospital
- Organized the silent auction for the Lucas Care Classic Golf Outing, whose donations increased 15% from the previous year
- Solicited gifts, set up publicity and recruited/scheduled volunteer workers for the golf outing
- Coordinated the 2001 Tipton Studies Program (74 participants)
- Wrote and distributed press releases on an as-needed basis
- Assisted in all operations of the Public Relations Office

Student Coordinator, MARQUETTE SERVICE LEARNING, Milwaukee, WI, Fall 20xx-present

- Coordinated work programs for 40 University students who serve nine local organizations
- Maintained communications with service learning site, contacts, professors and students
- Systematized record-keeping procedures to ensure that standard data was being collected

Resident Assistant, MARQUETTE UNIVERSITY RESIDENCE LIFE, Milwaukee, WI 20xx-20xx

- Served as role model, referral agent, and informational source for 34 female residents
- Organized, implemented and supervised social, educational and community service programs
- Served as liaison between students and university housing personnel
- Assisted with the hiring of a Residence Hall Director

Hostess/Waitress, BIG BOY RESTAURANTS, Cicero, IL, Summers 19xx-20xx

ACTIVITIES/HONORS

Public Relations Students Society of America, Officer

James L. Bunsen Scholarship

Trolley Car Tour Guide (Cicero Park District)

Habitat for Humanity

Dean's List, four semesters

Club Volleyball

REFERENCE AVAILABLE UPON REQUEST