

CHLOE CARROLL

(310) 237-2448 | cmc105@gmail.com

EDUCATION

Lehigh University, Bethlehem, PA May 2020
Bachelor of Arts in Political Science; Minor in Mass Communications 3.82 Major GPA / 3.60 Overall GPA

- Brown & White Newspaper, Orientation Leader, Zeta Tau Alpha, Admissions Tour Guide
- Study Abroad: Charles University, Prague, Czech Republic (January - May 2019)

WORK EXPERIENCE

Intern, Valley Against Sex Trafficking (VAST), Allentown, PA June 2019-Aug. 2019

- Assisted the Outreach team in the community by building rapport with potential victims.
- Composed and developed the organization's monthly newsletter that reaches an audience of around 3,000 using MailChimp.
- Gained knowledge of the inner workings of a non-profit by assisting with day-to-day operations.

Sales/Administrative Assistant, Beltlink Inc., Los Angeles, CA June-Aug. 2017 & 2018, Jan. 2019 & 2020

- Processed monthly invoices through EZ Reps software.
- Attended troubleshooting calls at customer's locations, assisted and solved customer's problems.
- Maintained growth and promotion of new products through various media channels.

Campaign Intern, Susan Wild for Congress, Bethlehem, PA Sept. 2018-Nov. 2018

- Worked with finance team to research donors and oversaw fundraising events.
- Assisted communications team with event planning and research.
- Helped with general field work and filled in wherever I was needed.

Advertising and Business Development Intern, BluTonic, Los Angeles, CA June 2018-Aug. 2018

- Performance based server experience and technical campaign set up.
- Generated leads and facilitated sales cycle for business development of two divisions of the company.
- Gained knowledge of online advertising space and working with direct publisher sources.

Marketing and Communications Intern, El Camino College, Torrance, CA June 2018-Aug. 2018

- Drafted press releases to engage community.
- Edited and proofread marketing material.
- Reported directly to Head of Marketing.

Barista/Host, Saxbys, Bethlehem, PA Sept. 2017-Dec. 2018

- Interact with and greet customers, ensuring their needs are properly met.
- Experience and daily use with POS system.
- Fulfill custom drink and food orders.

SKILLS

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- Experience with advertising tracking software
 - Cake, Has Offers, Everflow
 - Graphic Design: Adobe Photoshop and InDesign, Canva, Tableau, HTML/CSS
 - Content Editing: Final Cut Pro, WordPress, GitHub
 - Equipment Experience: DSLR Cameras, Drone Operating, POS Software
 - Computer Skills: Microsoft Office (Word, Powerpoint, Excel, Outlook), Google Drive

ACCOMPLISHMENTS

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- Pi Sigma Alpha – National Political Science Honor Society
 - Dean's List – Fall 2018, Spring 2018, Fall 2019
 - Zeta Tau Alpha National Leadership Conference – Summer 2017
 - Brown & White Newspaper
 - Associate Beat Editor – Fall 2018
 - Associate Community Engagement Manager – Spring 2018