

**Kristen Tomlinson**  
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## **EDUCATION**

Bachelor of Arts Degree, Major in Public Relations, Minor in Creative Writing, December 2017  
**SUNY Oswego**, Oswego, NY  
Activities: PRSSA, WTOP-10

**CAPA The Global Education Network**, London, England, Fall 2017

**Suffolk County Community College**, Brentwood, NY, 2013 - 2014  
Liberal Arts and Sciences/Liberal Studies

## **PROFESSIONAL EXPERIENCE**

**Sony Music Entertainment/Columbia Records**, New York, NY. 2016 - 2017

*Administrative Assistant Intern*, Semester: Summer 2016 & Summer 2017

*Administrative Assistant Temp*, December 2016 - January 2017

- Schedule meetings, organize travel itinerary, maintain music library, answer and make phone calls and emails

**urSwim**, Huntington, NY, Summer 2017

*Administrative Assistant/Social Media Intern*

- Maintain daily schedule for clients and swim instructors, communicate with clients through email and heavy volume of phone calls.
- Create social media content, increase the number of followers on social media by following and engaging with potential clients, monitor and respond to social media activities on a regular basis and build relationships with new and existing audiences.

**Auxiliary Services**, Oswego, NY

*Dining Hall Student Employee*, September 2016 – May 2017

- Served students at various stations, cleaned and organized dining hall, worked as cooks' assistant helping prepare meals and assisted in other areas where help was needed.

## **LEADERSHIP/VOLUNTEER WORK**

**SUNY Oswego Love Your Melon Campus Crew**, January 2016- May 2017

- Public Relations Manager - Maintained all social media accounts, promotional and marketing content and media coverage for the crew, managed inventory of promotional materials, created promotional and marketing content.

**Ooooh The Possibilities**, East Islip, NY, Summer 2015 & Summer 2016

- *Special Education Aide* - Assisted autistic teens during camp activities, provided transportation and encouraged life skills goals

## **SKILLS**

- Social media, writing, press release, Microsoft office, InDesign, communication, technical skills, organization, customer service, office administration