

Carly Egan

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EDUCATION

Roger Williams University | Bristol, RI

B.A.: Public Relations

Minor: Marketing

Specialization: Psychology

May 2020

GPA: 3.615

- Dean's List: Fall 2016, Spring 2017, Fall 2017, Spring 2018

RELEVANT EXPERIENCE

Public Relations Assistant | Community Partnerships Center | August 2016 – April 2018

- Introduced fresh and new angles on previously conducted project to inform viewers.
- Worked independently and as part of a team to achieve brand awareness for the CPC.
- Conducted on camera interviews to create awareness of work done in the community.
- Created original interview question content such as questions to be asked during interviews.

Sales Support Admin | Energy Federation Inc. | May 2017 – August 2017

- Addressed many customer email inquiries on Microsoft Outlook; created skills in proper business correspondence.
- Trained new employees for duties such as the product promotion for the Nest Smart Thermostat.
- Assisted with major product promotions and product returns; helped develop better understanding of consumer satisfaction.
- Assisted in preparing kit shipment files to be sent to the warehouse and finance. This was a deadline driven task that involved communication between departments and partnering warehouses.

COLLEGIATE INVOLVMENT

Inter Residence Hall Association | Treasurer | Roger Williams University | September 2016 – May 2018

- Manages budgets and finances for Hall Councils and IRHA
- Plans and assists in IRHA sponsored events on campus
- Preparing and presenting budget plan for the 2018-2019 academic year on behalf of IRHA
- Assists other executive board members with responsibilities when needed

Public Relations Student Society of America | Roger Williams University | September 2016- Present

- Learning skills such as time management, public speaking, and networking.
- Exploring and acquiring different personal attributes associated with Public Relations.

SKILLS

- | | | |
|------------------------|-------------|-------------|
| • Microsoft Word | • WordPress | • Facebook |
| • Microsoft Excel | • Photoshop | • Twitter |
| • Microsoft PowerPoint | • iMovie | • Instagram |