

Edited 2/19/21

ANASTASIA TOMKO

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EDUCATION

Reading Area Community College Creative Writing A.A.	Graduated May 2019	Reading, PA June 2017- May 2019
Alvernia University Communications B.A. Film, Culture & Creative Arts Track	Graduate May 2021	Reading, PA January 2019- May 2021

JOB EXPERIENCE

Communications Fellow <i>O'Pake Institute for Economic Growth and Entrepreneurship</i>	Reading, PA February 2020- Present
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- Learned various real-world marketing and business strategies with instruction from experienced MBAs
- Assisted non-profit **The Camel Project** with updated branding materials and workbooks as well as creating different aged Camels to increase engagement.
- Led meetings and research projects to help client success such as social media and competitor analysis.

Career Specialist Assistant <i>Reading Area Community College</i>	Reading, PA January 2018- May 2019
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- Help with office duties such as posting the Now Hiring newsletter every Monday of the regular semester.
- Plan, direct, and participate in recruitment and enrollment activities.
- Instruct individuals in career development techniques, such as job search and application strategies, resume writing, and interview skills.
- Plan and promote Career Center tailored events, such as annual job fairs, resume workshops, and mock interviews.

ACHIEVEMENTS

RACC

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| <ul style="list-style-type: none"> • Co-Edited RACC's School Newspaper: the Front Street Journal for 2 years. • Editor of a printed issue released September 2018 regarding Immigration:
**Won Keystone Press Award for Enterprise/Community Service Package | <ul style="list-style-type: none"> • Recipient of the Clara Yocum Pass- Through Scholarship (2018). • Recipient of the George Hackenburg Scholarship (2018). • Graduated Cum Laude on 5/10/2019 |
|---|--|

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ALVERNIA

INTERNSHIP

REMOTE (COVID-19)

Communications Intern

O'Pake Institute for Economic Growth and Entrepreneurship

Reading, PA
May-August 2020

- Helped build the business plan for the renovation of Internships at Alvernia University as the first Undergraduate Fellow.
- Helped write press releases and scholarly articles detailing various projects worked on within the institute.
- Created and edited articles for the O'Pake Newsletter.

OTHER

- Recipient of the Provost Scholarship (2019).
- Recipient of the Community College Partnership Award (2019).
- 3.9 GPA during FALL, 2020 Semester
- Singing in the Holy Guardian Angels Choir for close to 7 years.
- 2+ years and counting volunteering at the HGA Christmas Bazaar.
- Helping out the Alvernia *Bernardine Sisters* (as well as my Aunt who is a Sister there) throughout winter break (1/20) with creating updated database.

Worked Part-Time as a

Communications Assistant in Fall 2019

- Edited and Wrote for School Newspaper: The Alvernian for 3 Semesters.

SKILLS

CERTIFICATIONS

- Computer Applications (Microsoft Suite, but most prominent skills in **Word, Excel Publisher, Access, Photoshop and Outlook**).
 - Problem Solver (especially with technology)
 - Organized and on time.
 - Is patient and understanding to those of different races and physical and/ or mental disabilities.
 - Knowledgeable with Majors and Careers.
 - Elementary Mandarin and Conversational Korean Language Skills
 - 50+ WPM
 - Used to Deadlines
 - Writing and Editing Skills
 - Written and verbal communication skills.
- Loves to edit and learn new tricks of the trade!

- Occupational Safety and Health Administration (OSHA)
- KnowBe4
- Title IX
- Everfi Certifications
- Background Checks Acquired