

SUSAN WAUNKA

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PUBLIC RELATIONS & ADVERTISING INTERN

Highly motivated communications student seeking internship opportunities in advertising or public relations. Interested in leveraging social media experience and writing skills to positively contribute to an organization's corporate or departmental objectives, while gaining valuable industry experience. Bilingual: Spanish & English.

EDUCATION

Colorado College ▪ Colorado Springs, CO ▪ May 2020
Bachelor of Arts: Undeclared, Cumulative GPA: 3.78

Pontiac High School ▪ Pontiac, MI ▪ June 2016

RELEVANT COURSEWORK

Writing for College ▪ Introduction to Communication ▪ Public Presentations ▪ Principles of Advertising

LEADERSHIP ACTIVITIES AND INTEREST

Member ▪ **Public Relations Student Society of America (PRSSA)** ▪ Summer 2015 – present
Member ▪ **Speech and Debate Team, Colorado College** ▪ Fall 2016 – present
Vice President ▪ **Student Council, Pontiac High School** ▪ May 2013 – June 2016
Varsity Member ▪ **Field Hockey, Pontiac High School** ▪ Fall 2014, 2015, 2016

ACHIEVEMENTS

Presidential Scholarship ▪ **Colorado College** ▪ 2016 – present
Dean's List ▪ **Colorado College** ▪ Fall 2016, Spring 2017
National Honor Society ▪ **Pontiac High School** ▪ Spring 2014 – Spring 2016

SKILLS

Proficient in Microsoft Office: MS Word, MS PowerPoint, MS Excel
Online Research ▪ Social Media: Twitter, Instagram, Facebook, Tumblr
Bilingual: Fluent in Spanish (written and conversational) and English
Adult First Aid/AED/CPR Certified ▪ Red Cross Lifeguard Certified

WORK EXPERIENCE

Applebee's Neighborhood Bar & Grill ▪ Pontiac, MI Summer 2016
Server

- Successfully multitasked to serve multiple customers at a time and provide a pleasant dining experience.
- Communicated orders to kitchen staff and ensured that all orders were accurate and delivered quickly.
- Restocked service areas with supplies.

Waterford Oaks Waterpark ▪ Waterford, MI Summers 2014, 2015
Marketing Intern/Lifeguard

- Managed Twitter, Facebook, and Instagram social media accounts for membership-only facility featuring water slides, 25-yard lap lanes, leisure pool and lazy river.
- Enforced all policies and procedures pertaining to facilities and maintained records and activity logs.
- Ensured the safety of all swimmers by recognizing emergencies and responding immediately.
- Provided First Aid immediately and effectively to injured patrons.