

NOELLE JANETTE LEVEE

Communication and Public Relations

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PROFESSIONAL PROFILE

A dedicated recent graduate from Messiah College with a degree in Communication. Specializes in social networking, marketing, planning, and design in order to create a seamless presentation or event. Internship experience in fundraising, marketing, and social media. Now seeking to contribute my skills and experience, and gain additional experience, in an event planning position.

EXPERIENCE

Beauty Blogger/Social Media Intern

Beausoleil Organics, B.C., Canada (Virtual), September 2015 - December 2015

- Contributed several blog posts each week and help manage social media
- Assisted in marketing and public relations details as needed

Development Intern

Central Pennsylvania Youth Ballet, Carlisle, PA, February 2015 - May 2015

- Supported development team in fundraising and managing donor information
- Assisted with pre-event marketing, design, and social media

Assistant Teacher

New Beginnings CLC, Taneytown, MD, June 2014 - August 2015

- Aided primary teachers in all daily care and provided safe environment for children in attendance
- Helped plan activities and implement lessons

Direct Sales Consultant

Cookie Lee Jewelry, Westminster, MD, January 2013 - December 2014

- Sold jewelry through home, vendor, and catalog shows
- Presented products to customers in appealing and stylish ways

Office Assistant

ABC's in Health, Upperco, MD, December 2012 - May 2014

- Organized mail and managed incoming orders
- Prepared shipments for customers and communicated with vendors

COMMUNITY INVOLVEMENT

Boys and Girls Club

Harrisburg, PA, September 2013 - May 2014

- Volunteered once a week serving as Team Leader for the service group
- Helped children with homework and other learning-related tasks

Kalos

Frederick, MD, February 2011 - August 2014

- Served on Christian youth retreats twice a year
- Helped plan and execute weekend events

ACTIVITIES

Student Activities Board

Messiah College, Mechanicsburg, PA, September 2012 - December 2013

- Assisted as a member of the Dance Committee
- Helped plan and execute college dances and special events

SKILLS

American Sign Language

Social Networking

Event Planning

Organization

Community Outreach

Team Leadership

Microsoft Office

Adobe InDesign

Adobe Photoshop

Customer Service

EDUCATION

Bachelor of Arts

Communication

Minor in Public Relations

Messiah College

Mechanicsburg, PA

August 2012 - December 2015

Lambda Pi Eta Honor Society

3.5/4.0 GPA

RELATED COURSES

Marketing

Social Media Marketing

Event Planning

Organizational Communication

Communication Design

Writing for Business

Problem Solving with Computers

Public Relations Writing

Mass Media and Society