Valerie Viking

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Present Address (until May 2014)
P.O. Box 490000
Mount Berry, Georgia 30149

Permanent Address
24 Opportunity Dr.
Rome, Georgia 30161

Objective An internship with Coca Cola that will expand my knowledge of public relations

Education

Berry College, Mount Berry, Georgia, May 2014
Bachelor of Arts, Communication Major, Public Relations Concentration
GPA: 3.62/4.00
Academic Merit Scholarship ($10,000/year)

Special Skills

Fluent in written and spoken Spanish
Computer Experience: Microsoft Office Suite (Word, Excel, PowerPoint), Adobe InDesign, Adobe Photoshop

Internship

AT&T, Atlanta, Georgia
Marketing Intern, May 2013 – August 2013
- Create press releases to inform the public of new products and policies
- Collaborate with other team members to develop marketing materials in order to support company-wide sales efforts
- Contribute to quarterly corporate-wide newsletter by coordinating various sections

Related Experience

Campus Carrier (Student Newspaper), Mount Berry, Georgia
Features Editor, August 2012 – Present
- Design and edit award-winning section layouts with Adobe InDesign
- Write and edit assigned news and feature articles on a weekly basis
- Gather, create and edit news packages in collaboration with other students

Berry College Office of Admissions, Mount Berry, Georgia
Office Assistant and Tour Guide, August 2010 – Present
- Communicate effectively with prospective students and their families on the phone, in the office, and on tours
- Provide general office assistance to a team of 8 admissions counselors by maintaining office organization and completing daily tasks

Other Experience

Chick-fil-A, Rome, Georgia
Team Member, May 2009 – August 2011
- Selected by area director to train prospective employees for new locations
- Trained more than 15 new staff members in multiple positions
- Managed a cash drawer of more than $500 on a daily basis in a responsible manner
- Provided excellent and timely customer service at the counter and drive-thru

Activities

Orgullo, Treasurer, August 2012 – Present, Member, August 2010 – Present
Habitat for Humanity, August 2011 – Present
KCAB Krew, August 2010 – May 2011