

Autumn Brooke Sestak

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I would like to be considered for any current or future public relations positions.

My time management and organizational skills have helped me achieve a strong academic record at Troy University. I have a major in Broadcasting and a minor in Public Relations, showing I am well capable of dealing with people in a professional manner on a daily basis. While at Troy University I also took a number of classes involving advertising and radio, therefore I am well acquainted with creative advertising and the radio atmosphere as well.

Through a yearlong internship with the Holman and Ethel Johnson Center for the Arts, I learned organization skills along with interpersonal skills as well as the ability to contribute to teamwork in the development of events and exhibits at the arts center. I was involved in the planning of major events such as the grand opening ceremony of the Johnson Center for the Arts, as well as bringing a 35 piece Andy Warhol collection to the center within the same year. The Warhol exhibit was an incredible event, the first exhibit of this magnitude to be brought to Alabama. Through my internship I also learned that hard work and effort are essential to success and that the work that takes place in the background with events and exhibits are just as important and deserve the same amount of time and effort as the surface work. I assisted in much of the behind the scenes work, often arriving early and staying late in order to prepare or clean up after an event. With my background in time management and leadership, I am confident that I would make a great contribution to your organization.

Enclosed is my resume for your review. Although I understand there may not be a position currently available, please keep my resume on file for review for future openings and please share with anyone who may be interested in someone with my set of skills. Thank you for or your time and consideration.

Sincerely,

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OBJECTIVE

To obtain a position utilizing my education and training in Advertising, Broadcast Journalism and/or Public Relations.

EDUCATION

July 2009
Bachelors Degree of Science in Broadcast Journalism
Minor in Advertising/Public Relations
Troy University
Troy, Alabama

EXPERIENCE

02/08 – 02/09
Holman and Ethel Johnson Center for the Arts, Troy, Alabama , <http://www.tpcac.org>
Director's Assistant/Intern
Responsibilities included event planning, marketing, and a variety of special advertising projects as well as basic administrative duties. Creative design work included the development of posters, newspaper ads, press releases, and brochures.

05/07 - 11/08
Barnes and Noble University Bookstores / Starbucks Cafe', Troy, AL
Team Leader, Sales Associate, Cashier
Responsibilities included training new employees, coordinating employee scheduling, organizing inventory, and basic accounting. Additional responsibilities involved introducing creative marketing ideals, advertising development, and planning sales promotions.

SKILLS

College graduate with solid academic skills and considerable experience planning and implementing programs, projects, and public-relations events. Gifted communicator with proven ability to interact and form lasting relationships with, and gain trust of, colleagues and clients at all levels.

- Successful leader, equally effective as member of a team
- Highly organized, able to multi-task and accomplish multiple objectives
- Professional demeanor and attentive to detail
- Proficient in use of Adobe Creative Suite, Microsoft Office Suite

Applicable Coursework includes:

- Broadcast News Writing
- Advertising Copywriting
- Radio News Practicum
- Television Production Practicum
- Public Relations Tactics
- Media Law

REFERENCES

References available upon request.
