



ALICE Y. SHY

WORK EXPERIENCE

EVENT COORDINATOR-----AUG 2013-PRESENT

- Collaborated with a team of three student workers to plan campus traditions.
- Brainstormed and executed promotional strategies to advertise events.
- Communicated with party vendors to book dates and acted as point of contact.
- Organized transportation to and from and events.
- Handles all paperwork including registration and sheets and event evaluation forms.

PROGRAMS INTERN-----APR 27-MAY15

- Asisted with the Break the Silence Campaign by compiling a list of local colleges universities for National Ovarian Cancer Coalition representatives to speak on the signs and symptoms of ovarian cancer.
- Educational videos were also created to further educate people on the disease.
- Assisted with preparing invitations for the National Ovarian Cancer Coalition Run/Walk.

LEADERSHIP

VP OF COMMUNICATIONS

Chatham Marketing Associations (CMA)

- Creates promotional material for CMA
- Manages the organizations Facebook pages
- Has flyers approved by the Office of Student Affairs.
- Attends weekly Executive board meetings.

PR DIRECTOR

Girl Up Chatham

- Manages the organizations Facebook pages
- Designs flyers and places them in distribution
- Assist in the planning of chapter events
- Attends weekly Executive board meetings.

TECHNICAL SKILLS

HTML5

FINAL CUT PRO X

MIROSOFT ACCESS

AFTER EFFECTS

POWERPOINT

MICROSOFT EXCEL

PHOTOSHOP

ILLUSTRATOR

INDESIGN

EDUCATION

B.A Marketing & Film and
Digital Technology
Chatham University

HONORS

- 3rd Place Finalist (2016)
AMA Collegiate Case Competition
- Finalist (2015)
Pittsburgh AdFed "The Pitch" Competition
- RA of the Year (2015)
Office of Residence Life

CONTACT

1 Woodland Road
Pittsburgh, PA 15232

Address

(281)-797-5024

Phone

alice.shy94@gmail.com

Email

linkedin.com.aliceyshy

Linkedin

@ALICEYSHY



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CHATHAM UNIVERSITY | 281.797.5024 | ALICE.SHY94@GMAIL.COM