Meritt Mahoney

The Woodlands, TX 77380

(832) 458-8808 mer31@icloud.com

**Education**

**Louisiana State University - Baton Rouge, LA | High School Diploma**

Expected in 05/2023

* Continuing education in Mass Communications
* Dean's List Sophomore and Junior year
* Member of Delta Delta Delta
* Member of National Honor Society
* Participant in Communicative-Intensive Course

**Professional Summary**

Hardworking, reliable, and passionate job seeker with strong organizational skills eager to secure entry-level Marketing and Communications position. Ready to help team achieve any and all company goals.

**Skills**

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| * Multitasking and Time Management * Public and Media Relations * Relationship building * Proficient in Microsoft Systems and Adobe Systems | * Administering Social Media Accounts * Pitching Media * Writing Releases * Social Media Platforms * Professional Relationships |

* Multitasking and Time Management
* Public and Media Relations
* Judgment and Decision Making
* Relationship building
* Proficient in Microsoft Systems and Adobe Systems

**Work History**

Marketing and Communications Intern | 06/2022 to 08/2022

Houston Sports Authority - Houston, TX

* Helped put together Battle of the Bands at NRG Stadium.
* Helped manage 16 university marching bands.
* Cold called and e-mailed elementary through high school faculty to attend College Recruitment fair prior to Battle of the Bands.
* Developed professional relationships with local businesses and persuaded them to participate in Battle of the Band events.
* Provided administrative support to senior team members.
* Prepared social media posts and videos with eye for viral content strategies.
* Proofread and edited materials prepared by all staff to check and correct spelling, grammar and style.
* Developed original content for blog posts and website articles.
* Wrote press releases for company.
* Worked with marketing department on branding strategies.

Administrative Assistant | 06/2020 to 08/2021

Smith Production Inc. - The Woodlands, TX

* Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
* Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
* Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
* Organized staff meetings and logged minutes for corporate records.
* Scheduled client appointments for staff.

Singer | 09/2018 to 05/2019

Cellar 24 Restaurant - The Woodlands, TX

* Weekly vocal and piano performance for Cellar 24 patrons
* Trained and prepared voice, using various melodies and ranges
* Practiced singing exercises and studied with vocal coaches to develop voice
* Selected appropriate pieces to meet performance needs and showcase skills.
* Promoted weekly performances on social media platforms