

Amelia Poling
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Education

Boston University College of Communication Boston, MA
Bachelor of Science in Public Relations *Expected May 2022*
Dean's List Fall 2020
Relevant Coursework: Principles and Practices of Public Relations; Writing for Communication; Design Strategy & Software; Corporate Communication; Media Strategies & Management

Relevant Experience

PRLab at Boston University Boston, MA
Account Executive for Client: Rose & Dove January 2021 – Present

- Work as part of a team of four Account Executives to develop and implement a PR campaign for a small business client
- Prepare and review with client written pitches, news releases and social media posts
- Lead weekly client meetings to review all aspects of the PR campaign

BU COMmunicator Boston, MA
Master Staff Social Media Writer September 2020 - Present

- Create content about events and other items of interest relating to BU COM
- Report on Facebook, Instagram and Twitter

Additional Experience

BU Alpha Phi Eta Chapter Boston, MA
Director of Watchcare January 2020 – December 2020

- Oversaw Chapter communications and member engagement on issues relating to mental health, campus safety and Chapter anti-hazing initiatives
- Represented Chapter in meetings on these topics with BU staff
- Mentored and offered assistance to younger members

Anthropologie Westport, CT
Sales Associate Summer 2018, 2019

- Assisted 50+ customers per day, both in-store and over the phone
- Organized in-store events, including hosting special guests and holiday celebrations

Activities and Skills

Member, BU Public Relations Student Society of America, January 2021 – Present
Member, Boston University Alpha Phi Eta Chapter, 2019 – Present
Executive Board Member, SON Community Service Group, Westminster School, 2015 – 2018
Computer Skills: Microsoft Office Suite, Google Drive, Adobe Illustrator, Adobe Photoshop, Basecamp; Social Media proficiency on Instagram, Snapchat, Facebook and Twitter