**Colleen Murray**

 (585) 261-0883 cmurray1124@gmail.com

132 Highland Pkwy, Rochester, NY 14620

Online portfolio: https://eportfolio.pace.edu/view/view.php?id=2254

**Experience**

**Monroe County Library,** Rochester, NY

*Page,* November 2012-Present

* Responsible for shelving books, DVDs, and other library materials
* Assisting customers with locating items within the library

**Pitty Love Rescue**, Rochester, NY

*Volunteer,* July 2012-Present

* Pitty Love Rescue is a rescue group dedicated to finding responsible homes for rescued pit bulls
* Assisting at adoption and informative events
* Member of the Fundraising Committee which helped to plan, execute, and ensure successful events for the rescue

**Pace University, Pace Chronicle**

*Reporter,* September 2008-May 2012

* Wrote articles for many different newspaper sections including news, health, and feature
* Participated in award winning October 2011 issue dedicated to student killed in 2010

**MZI Global,** New York, NY

*Copywriting Intern,* February 2011-May 2011

* MZI Global is a marketing firm specializing in new market entry for foreign and domestic clients based in New York City.
* Created and proof read marketing materials for clients, such as press releases, proposals, and websites for corporate clients.
* Related industries included fashion, retail products, and travel; trade/tourism.
* Created and proof read internal work for MZI Global

**Pace University, Pace Chronicle Newspaper,** Pleasantville, NY

*Health Editor,* January 2009-December 2009

* Wrote college related health articles and edited articles written by several other students
* Ensured that health section (two newspaper pages) was full and error proof each

week

**Lower Hudson Valley Sierra Club,** Westchester County, NY

*Volunteer,* October-December 2009

* Encouraged active membership by answering questions, providing information, and

asking them to come to events and/or meetings

* Established email system that streamlined communication process to members and allowed the organization to focus on those most interested in outreach programs

**Highland Park Conservatory, Monroe County Parks Department,** Rochester, NY

*Seasonal Associate* May 2009-August 2011

* Interacted with visitors by offering directions, and giving information about plants

and local attractions

* Ran the cash register and front office as needed
* Maintained park beauty by weeding, planting flowers, and tree shaping

**Skills**

**Computers:** MS Office (Word, Excel, and PowerPoint), Familiarity with GIMP photo editing software

**Languages:** Conversational French

**Education**

**Pace University,** Pleasantville, NY

*Bachelor of Arts in Media Communication Arts* May 2012

GPA: 3.48

Honors: Dean’s List, Lambda Pi Eta Communications Honor Society Spring 2011

International Studies: Student Ambassador: Fiji, New Zealand and Australia 2007