**KERENE EDIE**

433 Homestead Avenue, Mount Vernon, NY 10553

Email: Ke32844n@pace.edu

**EDUCATION**

**Pace University**, **Pforzheimers Honors College**, Pleasantville, NY

**BA in Communication & Media Arts,** expected May 2015 **GPA: 3.55/4.0**

***Relevant Coursework –***PR Research, Writing Public Relations Copy, Creative Writing for Broadcast Media and Writing for the Print Media, Writing for Electronic Media, Industry, Theory and Practice, Understanding the Mass Media and Making of a Motion Picture.

***Special Project*** - ***Pace Law School Mock Hearing PR Researcher (01/2014-04/2014).***

This consisted of researching government policies for small farmers in NY State in order to understand retail and consumer trends.

**RELATED EXPERIENCE**

* ***Operation Christmas Child Community Relations, NY*** (*2011-present*)

Responsibilities were to connect with businesses, scouts, schools, churches and organizations and create an awareness of the project. (Successful Project at Pace University and in its 4th year.)

* ***Communications Intern, Raising Great Men, NY*** *(06/2013-12/2013)*

Responsibilities entailed were to monitor information and carry out secretarial duties of office which included emailing and calling companies, setting up meetings and attend public speaking engagements.

* ***Mount Vernon City Hall HR/Special Events Intern, Mount Vernon, NY***  *(05/2013-06/2013)*

Experience involved Management, Data Entry and Customer Service. The Mount Vernon’s annual Festival for over 4000 in attendance was one of the project of top priority.

* ***Community Governance and Development Council, Yonkers, NY*** *(09/2014-present****)***

Non-profit community development organization aimed at combining urban planning, community economic development, and participatory democracy, into a comprehensive program for community empowerment and development in South West Yonkers.

**ADDITIONAL EXPERIENCE**

* ***Administrative Assistant, Orientation Staff, Pace University, NY***  *(05/2014-08/2014)*

Duties included filing, data entry, monitoring calls and contacting all incoming students and families.

* ***Private Tutor- Wyzant Tutoring Services, NY*** *(04/2013-present)*

Students range from Elementary and High School students to business/ professional. Subjects include Spanish, Algebra, Trigonometry, Study Skills and Computer courses.

**TECHNICAL SKILLS**

* Computer Savvy: Proficient in Word, Excel, PowerPoint, Publisher and Moviemaker.
* Social Media: Blogging, Project Management, Campaigning, Event Planning and Organizing.
* Communications: Data Entry Proofreading, Public Speaking, Customer Service and Editing.

**LEADERSHIP & ACTIVITIES**

* **Bronx Youth Empowerment Program** Youth Advocate (Building awareness in communities socially and especially politically. Annually organizes democratic campaigns and plans community events)
* **Selected for Transfer Mentorship program** (Semester long mentorship for transfer students, weekly meetings and assignments to ensure academic and social stability at Pace University)
* **VP Cru Campus Ministries** (Christian organization led by student to organize events, retreats, trips, meetings and social fairs )
* **Vice President NAACP Youth Program 2011** (Organized community events)
* **Pace University Art Shows** (Annual participation in art school and community exhibition)