

Hailee Hopkins

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EDUCATION

Boston University, College of Communication

Bachelor of Science in Public Relations

- GPA: 3.49

Boston, MA

Expected May 2023

WORK EXPERIENCE

The University Club of Boston

Membership & Marketing Intern

Boston, MA

September 2022 - Present

- Manage member information for club's internal and external communications.
- Maintain strong copywriting skills for club content.
- Strategize ways to improve social media postings.
- Design branded content for communicating club information.
- Collaborate with other departments to plan and coordinate events.

Chart Room

Waitress and Hostess

Cape Cod, MA

May 2021 - October 2022

- Communicated effectively with customers and other staff members.
- Processed cash, card, and gift card payments through the POS system.
- Prepared restaurant for day and night shifts by actively performing side work.
- Operated computers for orders and reservations.

Live Boston 617

Executive Intern

Boston, MA

February - May 2022

- Conducted public relations and promoted advocacy for public safety agencies.
- Led cross-functional meetings with other team members.
- Crafted statements for press conferences and media relations.
- Exhibited grace under pressure when addressing crises.

RELEVANT COURSEWORK

Boston University, College of Communication

PRLab, Account Executive

Boston, MA

Fall 2021

- Pitched content to various media outlets.
- Conducted event planning with external resources.
- Created and followed social media content calendar.

SKILLS

- Adobe Creative Cloud (Photoshop, Illustrator, InDesign)
- Microsoft Office 365
- Jonas Club Software
- MembersFirst
- Canva