

MORGAN O'MALLEY

CONTACT INFO

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EDUCATION

Communication, B.A. (Public Relations)

Virginia Tech

Minor: Entrepreneurship

Concentration: Event Planning

Blacksburg, VA | Expected 2018 graduation

GPA: 3.85

Mass Communication, Associate's Degree

John Tyler Community College

Chesterfield, VA | 2016

TECH SKILLS

Proficient

Adobe Indesign

Microsoft Office Suite

Hootsuite/Social Media Platforms

Eventbrite

Knowledgeable

Adobe Photoshop

Adobe Illustrator

Wordpress

Squarespace

COURSE WORK

Writing and Editing for Public Relations

Visual Media

Developing Entrepreneurial Ventures

Organizational Communication

Marketing Management

Developing Online Content

WORK EXPERIENCE

ASSISTANT EVENTS COORDINATOR AND MARKETING INTERN

Glint Events | Richmond, VA | September 2015 - Current

- Curate social media content across various platforms
- Update website for SEO optimization
- Write and upload blog content and photo galleries
- Coordinate between vendors and clients
- Assist lead coordinator in the operations of the day and timeline execution

CO-FOUNDER/DESIGNER

White Haven Designs | Richmond, VA | March 2016 - Current

- Design patterns (both digitally and watercolor) to be printed on fabric
- Create products, currently including pillows and handbags
- Implement social media and communication strategies
- Handle shipments and customer inquiries
- Coordinate between partner stores and showcase events
- Manage finances and inventory

EVENT LEADERSHIP AND COORDINATION INTERN

Virginia Tech | Blacksburg, VA | May 2017 - December 2017

- Scheduling event space reservation
- Rehearsal and day-of event coordination
- Responding to inquiries about the Chapel and public spaces
- Consulting with clients on timeline and event options
- Maintaining a database of scheduling and contacts (EMS)

COMMUNICATIONS SPECIALIST/ADMINISTRATIVE SUPPORT

Noble Warriors | Midlothian, VA | June 2012 - May 2017

- Create social media campaigns and populate the organization's profiles
- Design, edit and update marketing material and web content
- Perform administrative duties (answering and composing emails, making calls, answering phones, sending letters, and managing inventory)
- Organize, plan and execute annual conferences (300-1500 participants) and various events (smaller scale)
- Plan, implement and evaluate communication strategies and email communication campaigns

PUBLIC RELATIONS & GRAPHIC DESIGN INTERN

Richmond Symphony | Richmond, VA | June 2016

- Participated in this month long internship to gain experience in marketing, design and social media strategy
- Created and updated social media material, ads and programs
- Utilized Adobe Creative Suite, mainly consisting of Photoshop and Indesign, to work on various projects
- Edited marketing and promotional material