

# Hilary L. Sanders

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**OBJECTIVE** Seeking a full time position immediately after graduation to utilize my event planning, public relations and marketing skills in a professional environment to contribute to the organization's success.

**EDUCATION** **Bachelor of Arts—Communication**  
Public Relations and Advertising Concentration, May 2008  
Messiah College, Grantham, PA  
GPA: 3.6 / 4.0, Dean's List

**INTERNSHIP EXPERIENCE** **The Communication Gym, Program Intern, Production Department**  
Harrisburg, PA, Fall 2007

- Coordinated and facilitated the Fall Gymposium, and established a planning guide and sponsorship program for every quarterly Gymposium
- Produced and executed a marketing plan to help increase annual dollars and lifetime value for current clients, as well as keep them informed of current events happening at the company
- Created promotional e-mails, flyers, and press releases for various events

**Harrisburg Hilton Hotel and Towers, Convention Services Intern**

Harrisburg, PA, Fall 2007

- Observed and shadowed the director of convention services to further my understanding of the tourism and hospitality industry
- Studied and participated in the process of planning and organizing a variety of hotel events

**Pennsylvania Chamber of Business and Industry, Business Development Intern**

Harrisburg, PA, Summer 2007

- Assisted with the planning, coordinating, and executing of the 23<sup>rd</sup> Annual Chamber Dinner, held at Hershey Convention Center, with over 1,400 guests, featuring General Colin Powell
- Organized and managed thirty corporate sponsors at the 4th Annual Business Golf Outing
- Edited 180 pages of text and graphics for the Pennsylvania Economic Competiveness ScoreCard report
- Participated in the preparation and organization of the investor member reception at Lt. governor's residence with over 80 chamber investor members in attendance
- Contacted and worked with top corporate executives regarding sponsorship of the Chamber's 2008 desktop calendar

**Expert Events, Event Assistant and Customer Liaison**

Philadelphia, PA, Fall 2006

- Involved in the production of a three-day 9/11 Aftershock Conference at Pace University in New York City
- Obtained and controlled over sixty donations for a non-profit silent auction at the Women's Way Fall Gala held at the Pennsylvania Academy of the Fine Arts
- Developed a procedure for Expert Events and maintained a database designed to introduce Expert Events to new clients in Philadelphia and New York City
- Participated in the planning and execution of a fundraiser golf tournament and live auction for the American Ireland Fund
- Completed a venue research project for a Project Hope event in New York City

**Acme-Hardesty Co., Event Planner and On-Site Meeting Coordinator**

Blue Bell, PA, Winter 2006

- Assisted in planning the company's annual sales conference in Keystone, Colorado
- Acted as company's on-site meeting coordinator at Keystone Conference Center, and worked closely with the meeting director at Keystone Conference Center to ensure a flawless week
- Created opening and daily PowerPoint slide shows that featured company employees
- Recognized by company management for organizational and interpersonal effectiveness

RELATED  
EXPERIENCE

**SNAP! Marketing, Promotional/Marketing Events**

Harrisburg, PA, Summer and Fall 2007

- Marketed various organizations through event and field promotions

**Harrisburg Young Professionals, Events Committee**

Harrisburg, PA, Member since February 2007

- Coordinated social events for members—including social, sporting, and cultural events

**Peer Group Leader**

Messiah College, Spring 2007

- Organized and managed welcoming activities for transfer students

**Dokimoi Ergatai, Logistics Staff**

Messiah College, Fall 2005

- Arranged and prepared all details—air and ground transportation, logistics, packaging, passports and documentation—for two service trips to Africa
- Developed a heart for learning through service and learned about developing appropriate technology to meet the physical needs of people in other countries

**The Total Wellness Centre of Yardley, Office Manager and Chiropractic Assistant**

Yardley, PA, 2001-2006

- Managed office 2001-2004
- Created and implemented office policies and procedures

**Neshaminy School Board of Education, Student Representative**

Langhorne, PA, Fall 2003 and Spring 2004

- Served as senior student council president of Neshaminy High School; acted as student liaison between the school board and all of the students of Neshaminy School District
- Represented students at monthly meetings; gave announcements on school activities and reported student concerns

CROSS  
CULTURAL  
EXPERIENCE

**Semester at Temple University, Philadelphia, PA, Fall 2006**

- Expanded my worldview by immersing myself in the inner-city life at Messiah's Philadelphia Campus
- Experienced an entirely different lifestyle in America through daily exposure to multiple cultures at Temple University, and involvement in a kaleidoscope of urban churches and ministries
- Completed Expert Events internship (10 hours a week) while carrying 15 credits

**Semester at City University, Athens, Greece, Spring 2006**

- Adapted to a completely different culture, broke out of my own cultural barriers and learned to appreciate and identify with people from diverse backgrounds
- Studied Greek culture and history in cities throughout Greece-- Delphi, Corinth, Mycenae, Epidaurus, Naphleon, and Sparta
- Demonstrated organizational skills by personally planning and executing a backpacking trip across Europe—traveled to France, England, Ireland, Austria, and Czech Republic

**Three-week cross cultural trip, Spain, May 2005**

- Intensive study of the culture and society through lectures and readings, learned to articulate how people from different cultures perceive the world, interpret reality, and make meaning
- Studied the Spanish culture in five cities: Madrid, Barcelona, Seville, Cordoba, Cadiz

SKILLS

- Advanced user of Microsoft Word, PowerPoint, and Excel
- Self-motivated, outstanding organizational skills, exceptional people skills, public speaking, multi-tasking, detail-orientated, strong work ethic, highly developed project management competence, and advanced writing skills

HOBBIES

- Traveling, reading, photography, cooking, snowboarding, water skiing, volunteer work