



BRIDGET DUFFY

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REFERENCES AVAILABLE UPON
REQUEST



OBJECTIVE

As an enthusiastic and punctual individual, my objective is to obtain a full time position with a progressive company or agency that offers opportunity to apply my background in Communication Arts. While also providing opportunities to gain new learning in the areas of marketing, advertising and public relations. I am a highly motivated recent graduate looking for a challenging and competitive environment where I can use my talents and skills to grow and expand the company or agency. My aim is to assimilate quickly with the company or agency and provide tangible value quickly and consistently.



EXPERIENCE

MARKETING COORDINATOR

ANTHEM MARKETING SOLUTIONS | MAY 2015 - AUG 2015 |
CHICAGO, IL

- Conducted market research for various clients, internal accounts, and prepared research results in the form of white papers and other outreach documents
 - Prepared and audited market reports for multiple client accounts
 - Edited and drafted video promos for new product launches
 - Prepared content for daily and weekly digital outreach initiatives (social media channels)
 - Assisted with event production for internal and client events

SECRETARY

THE PRIVATE BANK MORTGAGE COMPANY | JUNE 2014 - AUG 2014 |
CHICAGO, IL

- Provided daily support for a managing director and market sales manager
- Compiled spreadsheets, letters and other relevant documentation for client and realtors load processes
- Performed general office duties including directing phone calls and interacting with clients



EDUCATION

**BACHELOR OF ARTS, MAJOR IN COMMUNICATION ARTS
CONCENTRATION IN PUBLIC RELATIONS & ADVERTISING**
SPRING HILL COLLEGE | 2012 - 2016



SKILLS

- Media Relations
- Verbal/Written Communication
- Blogging
- Strategic Planning
- Visual Presentations
- Public Speaking
- Social Media
- Adobe InDesign, Illustrator, and Photoshop
- Media Writing
- Layout design
- Photo editing
- Market research
- Digital media outreach planning and execution



AWARDS & LEADERSHIP

- Campus activities: Deans List, Lambda Pi Eta Honors Society, Activities Chairman (Sorority), Student Ambassador, Incoming Student Mentor and full-time Undergraduate Teaching Assistantship
- Scholarships: Outstanding professional achievement, exceptional academics and community service scholarships
- Volunteer Work: St. Jude and Children's Miracle Network. Provide extended day care for children at St. Paul's Church Mobile, AL.
- Event Planning: Helped organize and conduct a Spring Hill College National Give Day fundraiser and planned and executed an awareness event for a non-profit organization | 2016