

Victoria Yenzer

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OBJECTIVE

To acquire an intern position, enabling myself to build a foundation in the public relations industry, while also expanding my network, and gaining experience and knowledge in the field.

EDUCATION

Hofstra University, Hempstead, NY

GPA: 3.79

Bachelor of Arts in Public Relations, Minors in Marketing and Rhetoric

Expected May 2017

EXPERIENCE

HOFSTRA CONCERTS

Hospitality Manager

September 2013-Present

May 2015-Present

- Responsible for tending to the needs of the artists before, during, and after performance
- Accountable for the set up of greenrooms for artists as well as ensuring the arrival of artists for performance time

Ticket Manager

May 2014-May 2015

- Manage the coordination, oversight, and management of ticket sales for semi annual concert events

HOFSTRA UNIVERSITY PRIDE PALS

Treasurer

December 2013-Present

May 2016-Present

- Responsible for preparing and submitting the organizations budget for approval
- Actively monitors and approves events within the budget

Vice President/Co-Founder

October 2013-May 2016

- Develop and coordinate fundraising activities on the university campus such as Wheelchair Basketball, Jail and Bail and Pantene Beautiful Lengths for beneficiaries including local wheelchair basketball team The Nassau Kings, The Empire State Games for the Physically Challenged, and The American Cancer Society
- Actively engaged with Services for Students with Disabilities to develop and promote social programs engaging student members

STUDENT ACCESS SERVICES

Student Aid

November 2014- Present

- Performs reception and greeting duties as required
- Provides daily office support as needed
- Delivers files daily to various offices in the University
- Assist the Graduate Assistant with proctoring undergraduate students exams

FARMINGDALE YOUTH COUNCIL

Counselor

July 2009-Present

- Responsible for the safety and security of student participants ages 5 to 13
- Provides instruction and assistance for craft activities
- Assists in execution and planning of game activities

PARK AVENUE DELI

Preparation Person

May 2010-Present

- Responsible for the assembly of supplies for out going orders
- Greet customers and assist with inquiries to help expedite order transactions
- Maintain the material preparation area in compliance with sanitary and health regulations

VOLUNTEER WORK

Families of Spinal Muscular Atrophy

Fundraising Team Leader

September 2009-Present

- Recruits family, friends, and associates to participate in annual fundraising walks and golf outings

AHRC (Association for the Help of Retarded Children)

December 2008-December 2012

- Assisted with organization and preparation of activities and facilities for Christmas party for participants

SKILLS

- Writing
- Microsoft Word
- PowerPoint
- American Sign Language

RELATED COURSES

- Public Relations Copywriting
- Public Relations Tools
- Public Relations Research Methods
- Fundamentals of Public Relations

ACHIEVEMENTS

Provost List December 2016

Deans List December 2013-
May 2015

Delta Alpha Pi Honor Society

Zeta Phi Eta
Member