

KATE FOLEY

✉ katefoley2016@gmail.com

☎ (215) 287-8823

📍 Morrisville, PA 19067

PROFESSIONAL SUMMARY

Enthusiastic communications specialist with a passion for writing and social media marketing. Eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. A clear understanding of social media management, customer service, and hospitality. Motivated to learn, grow and excel in the communications media industry.

SKILLS

- Scriptwriting
- Writing
- Verbal and written communication
- Social media marketing
- Organizational skills
- Time management
- Microsoft Office Suite
- Content creation and management

EDUCATION

Indiana University Of Pennsylvania

Indiana, PA • 08/2020

Bachelor of Science:

Communications

- Cum Laude

WORK HISTORY

Greenstraw - Social Media Internship

Newtown, PA • 05/2020 - 08/2021

- Designed and presented social media campaign ideas.
- Created content strategies for digital media.
- Handled day-to-day running of TikTok account ensuring high levels of productivity and customer engagement.
- Reported back to instructor to receive day-to-day tasks and responsibilities.

Greenstraw - Supervisor

Newtown, PA • 05/2017 - 03/2021

- Interviewed, hired and trained new employees for the snack coach position.
- Improved customer service by projecting friendly and knowledgeable attitude.
- Assisted with team responsibilities by cleaning, managing cash registers and product merchandising.

Red Robin - Hostess

Langhorne, PA • 05/2016 - 08/2016

- Cultivated positive guest relations by managing information and orchestrating speedy seating.
- Routinely supported other areas of restaurant as requested, including answering telephones and running food.
- Assisted managers with quickly resolving service- and food-related issues.

ACCOMPLISHMENTS

- Awarded Provost Scholar
- Dean's List
- Vice President of Communications for Phi Gamma Nu business fraternity
- Captain of IUP women's club volleyball team

ONLINE PORTFOLIO

- <https://katefoley2016.wixsite.com/mysite>