

Rachel M. Williams

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Work Experience

- ❖ **Johnstown Tomahawks** May 2017 – Present
Communications/ Public Relations Intern
 - Coordinate media coverage of team
 - Development and design of marketing materials
 - Assist with community events

- ❖ **Amy's Hallmark** August 2016 – Present
Lead Sales Associate
 - Ensure store procedures are followed by employees
 - Daily opening and closing of store
 - Use cash register to scan merchandise

- ❖ **Pennsylvania Highlands Community College** June 2016 – July 2016
Marketing Intern
 - Developed and implemented social media campaign
 - Redesigned university program flyers
 - Took photos to be used for future marketing purposes

- ❖ **Sears** October 2015 – April 2016
Fine Jewelry Sales Associate
 - Use Cash Register to Scan Merchandise
 - Assist Customers with Jewelry
 - Organize Jewelry and Set Planograms

Education

- Bachelor of Science Degree, Indiana University of Pennsylvania August 2017
- **Communications Media Major**
 - 3.44/4.0 cumulative GPA
- Associate of Arts Degree, Pennsylvania Highlands Community College May 2014
- **Liberal Studies Major**
 - 3.63/4.0 cumulative GPA

Activities and Interests

- ❖ **Student Film Association, Indiana, PA** October 2015 – May 2016
Props Manager, *Zombieville: An Undead Rights Story*
 - Determined what props were needed
 - Located and organized props
 - Found places for props on set during filming
 - Built props that could not be bought

- Production Manager, *Tontine***
 - Planned and organized production schedule
 - Ensured that production was on schedule while on set