

Carly Maloney

Pittsburgh Walk Intern at The National Kidney Foundation

cemst26@mail.rmu.edu

Experience

Pittsburgh Walk Intern at National Kidney Foundation

September 2013 - Present (2 months)

- Create Press Releases and Media Kits for distribution
- Manage Teams and Walker kits for National Kidney Walk in Pittsburgh
- Develop challenges with donations, promote through e-blasts
- Create various signage calling for donations and volunteers

Colonial Ambassador at Robert Morris University

August 2012 - Present (1 year 3 months)

- Give weekly tours to prospective students and families
- Promote the University to visitors during open houses & Saturday visits

Freshman Year Seminar Program Mentor at Robert Morris University

August 2011 - August 2013 (2 years 1 month)

- Teach an eight week seminar class
- Help incoming freshman become accustomed to life at Robert Morris University
- Interact with students & keep track of attendance and grades
- Provide guidance to students with troubling issues

Communication Intern at Pittsburgh Airport Area Chamber of Commerce

January 2013 - April 2013 (4 months)

- Send weekly e-mail blasts, manage Constant Contact correspondence
- Assistant Editor for the Flightline, PAACC Quarterly Newsletter
- Serve as ambassador to the chambers publics, members, & community

Colonial Caller at Robert Morris University

September 2012 - February 2013 (6 months)

- Call prospective students
 - Provide information about applications
 - Answer questions about the school or acceptance process
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Organizations

Lambda Pi Eta

Inductee

Courses

Bachelors Degree, Communications - Public Relations

Robert Morris University (PA)

Professional Writing
Advertising Campaigns
Social Media and Public Relations
Organizational Communication
Intercultural Communication
Public Speaking
Public Relations Campaigns
Advertising Strategies in PR and Promotions
Global Communications
Crisis Communications
Communications Seminar
International Business
Management Theory & Practice

Skills & Expertise

Social Media
Public Speaking
Student Affairs
PowerPoint
Event Planning
Research
Microsoft Office
Facebook
Microsoft Excel
Microsoft Word
Time Management
Editing
Customer Service
Public Relations
Blogging
Resume Writing
Social Networking
Press Releases
Volunteer Management
Leadership
Fundraising
Nonprofits
Newsletters
Event Management
Social Media Marketing

Teamwork
Community Outreach
Creative Writing

Education

Robert Morris University (PA)

Bachelors Degree, Communications - Public Relations, 2010 - 2014

Ss. John Neumann and Maria Goretti Catholic High School

2006 - 2010

Interests

Event planning, public relations, traveling, research, team work.

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[Contact Carly on LinkedIn](#)