

EMILY TORMEY

PERSONAL CONTACT INFORMATION HAS BEEN REMOVED FROM THE ONLINE VERSION

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To laugh often...to win the respect of intelligent people...
to appreciate beauty...to leave the world a bit better...
to know even one life has breathed easier because you have lived.
This is to have succeeded! - Emerson

EDUCATION

University of Oregon, Eugene, Oregon:

B.A. Journalism: Advertising	June 2008
B.A. Journalism: Public Relations	June 2008
Minor: Business Administration	June 2008
Minor: R.D. Clark Honors College	June 2008

Academic Honors: Kappa Tau Alpha, Mortar Board National Honor Society, Golden Key National Honour Society, National Society of Collegiate Scholars, 3.89 GPA, Dean's List 5 terms.

EXPERIENCE

- 2007-2008 *Public Relations Intern, Ballet Fantastique, Eugene, OR*
- Assisted in planning and coordination of fundraising gala event, including theme development, sponsor solicitation, entertainment procurement, auction coordination, donor solicitation, creation of print materials, and guest management.
 - Created print collateral for performances, marketing, and board development activities.
 - Engaged in strategic planning for development and public relations.
 - Joined the Board of Directors in Fall 2007 on the Public Relations and Development Strategies Committees.
- 2007-2008 *Junior Scholar Co-chair, Mortar Board National Honor Society, University of Oregon Chapter, Eugene, OR*
- Co-coordinated a special event honoring top performing students. Activities included: Managing guest list, planning menu, coordinating entertainment and speakers, and venue selection.
- 2006-2007 *Allen Hall Advertising, University of Oregon, Eugene, OR:*
- Account Planner, Account Executive; New Venture Championship Account (2006-2007)*
- Conducted research, helped develop creative content, and assisted in logistical planning for the New Venture Championship business plan competition event in Portland, Oregon.
 - Assisted in collateral development including copywriting and design for print advertisements, mailers, brochure, event program, and press kit.
- Budget Director, Subaru Account (2007)*
- Managed \$3500 budget for research, planning, and implementation of event-based advertising campaign.
 - Monitored fund disbursements, reconciled all expenses, calculated return on investment, and prepared final budget report.
- 2005 *Project Assistant, Stewart, Sokol, & Gray LLC, Portland, OR*
- Worked independently on document discovery and resource preparation for various legal applications.
- 2003-2005 *Hostess, Chez Jose Mexican Restaurant, Portland, OR*
- Managed telephone and in-person to-go food orders and restaurant seating.
 - Handled cash register duties.
- 2001-2004 *Childcare Attendant and Party Host, Southwest Community Center, Portland, OR*
- Earned the Employee of the Quarter Award for Summer 2002.
 - Promoted to Childcare Assistant Lead position, which included personnel management and activity development.
 - Hosted children's parties, including set-up and take-down, planning and leading activities, and responding to parent requests.
 - Assisted with community family events, including set-up and take-down, interacting with guests, and leading activities.



ADDITIONAL EXPERIENCE & VOLUNTEER WORK

2001-2008

Participant ('01-'04), Leader ('05-'08); St. Andrew's Mexico Mission Trip, Portland, OR

- Traveled to Tijuana, Mexico annually to build houses through Amor Ministries with a group of approximately 70 high school students and adults.
- As a leader: helped plan trip itinerary, engaged students in formal and informal discussion, instructed trip participants in basic construction techniques, supervised students, and helped ensure logistical needs were met.
- Participated in and helped plan various fundraising activities, including a Christmas tree recycling program, annual bake sale, and personal sponsor solicitation.
- In 2007 and 2008, coordinated annual bake sale event. In 2007, increased bake sale profits by approximately 30%, reduced waste, and expanded product offerings.
- In 2008 was invited to be a building site leader, which entails managing and supervising a revolving team of approximately 20 students and adults to construct a house for a Mexican family. Responsibilities to include delegating tasks, ensuring participant safety, managing time, coordinating house plans with recipients' individual needs, and communicating construction plans to the group.

2007-2008

University of Oregon Honor's College undergraduate thesis exploring the role of special events in development strategies, focusing on relationship management and with discussion of application for young professionals. Includes a case study of a local nonprofit organization. Expected to be completed June 2008.

SKILLS

- Time-management
- Ability to manage multiple projects at once
- Problem-solving
- Strong interpersonal skills
- Leadership
- Proficiency in Adobe Photoshop and InDesign, Microsoft Office (Word, Excel, Powerpoint)
- Knowledge of online social media
- Copywriting
- Artistic rendering (illustrations, diagrams, sketches, etc.)

CHARACTER TRAITS

- Responsible
- Detail-oriented
- Creative
- Industrious
- Trust-worthy
- Compassionate
- Dedicated
- Independent

REFERENCES

References omitted from online version. For references, please contact me directly.

Please access my online portfolio at <http://emilytormey.wordpress.com> for samples of my work and additional information.