

Gregory Greystone
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OBJECTIVE

To obtain an entry-level position in public relations

EDUCATION

Marist College, Poughkeepsie, NY
Bachelor of Arts in Communication, May 2018
Concentration: Public Relations
GPA 3.4

Foundation For International Education, London, England, Fall 2013
Semester Abroad, Studied International Communications and Public Relations

HONORS AND AWARDS

Dean's List
Lambda Pi Eta, Communication Honor Society

RELEVANT EXPERIENCE

Broadax and Jones Ltd., New York, NY January - May 2017
Public Relations Intern

- Completed monthly press synopsis of client media activity
- Prepared press releases highlighting scientific research for pharmaceutical clients
- Assisted with coordination of trade show for Aspirin Manufacturers of America

Fleet Street Events, London, England September - November 2016
Intern

- Participated in venue research for the 2015 Restaurant Trade Show
- Compiled logistical information concerning transportation, and hotel availability
- Developed basic media plan for submission to the firm's Senior Management

OTHER WORK EXPERIENCE

Marist College Admissions Office, Poughkeepsie NY September 2015 - May 2016
Operations Assistant (Student Employment)

- Handled phone calls from applicants, parents and guidance counselors
- Scheduled on-campus tours and information sessions
- Monitored and assisted with file review of new applicants

Flying Pig House of Barbecue, Provincetown MA June - August 2015
Wait staff

- Assured customer satisfaction in a high-volume restaurant
- Completed customer orders with accuracy and efficiency
- All cash and credit card transactions completed with no errors for entire season

ACTIVITIES

- Public Relations Student Society of America, Marist College Chapter - Vice President
- The Circle, Marist College Newspaper, contributing writer
- Campus Ministry, participant in community outreach projects for homeless

SKILLS

- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook), Adobe Creative Suite and Cision Media Source