

Michelle L. Doherty

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781-771-4004

Objective:

Motivated, detail-oriented student seeking to gain work experience in the entertainment industry.

Education:

The Pennsylvania State University, University Park, PA

Bachelor of the Arts-Journalism

Minors in Business in the Liberal Arts and International Studies

May 2020

GPA: 3.34

Leadership and Experience:

In Touch Entertainment

- Assistant Booking Agent Intern (Oct. 2018-Jan. 2019)
 - Made pitches to venues and talent buyers in the United States and Europe to create concert tours for clients.

Entertainment Marketing Club (August 2018-present)

- Help to promote concerts and theater performances in the Central Pennsylvania area.

Phi Mu Fraternity

- Social Chair (Dec. 2016 – Dec. 2017)
 - Collaborated with the Director of Risk Management, other Greek organizations, and venues to plan social events.
 - Director of Harm Reduction and Prevention (Dec 2017-July 2018)
 - Ensured our chapter maintained good relations with our university, our headquarters, other Greek organizations, and the community.
 - Handled contracts and other paperwork for social events
 - Collaborated with the Social Chair to thoroughly plan and ensure the success of our events.
 - Acted as a liaison between our Fraternity National Headquarters, our chapter, the university, and event venues.
 - Discipline Committee Chairman: (Dec 2017—July 2018)
 - Led discipline meetings for members of my sorority who did not meet academic, financial, or behavioral standards.
 - Handled correspondence between our members on probation and our National Headquarters.
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Volunteer and Extracurricular Activities:

Penn State LINK Mentorship Program (Sept. 2017 – present)

- Help incoming freshman adjust to college life

Penn State Club Cheerleading (Sept. 2016 – present)

- Practice and work with other team members to ensure group safety and successful performances.
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Certifications and Skills:

Lynda.com certified in Video Pre-Production

Proficient in Microsoft Office

Lynda.com certified Public Relations Specialist

Proficient in Spanish, Russian and French

Proficient in Adobe Photoshop

Proficient in Adobe Spark