

Reagan March

Public Relations/ Advertising Undergraduate

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Current college freshman looking for opportunities to leverage my skills in Public Relations and Advertisement. I am self-motivated and a fast learner, creative, and passionate about working with all social media platforms and keeping up with the latest industry trends. Aiming to apply my relevant educational background and experience to an Internship that will help me learn more about this field of work.

Authorized to work in the US for any employer

Work Experience

Public Relations Coordinator

KLIO - State College, PA

February 2023 to Present

- Unpaid role as the Public Relations Coordinator for Pennsylvania States online Literary Magazine, KLIO.
- Leads and oversees a team to let those in Penn States literary and artistic community know about opportunities to submit creative work throughout the submission period.
- Garners readers/viewers after and as works are published.
- Advertises to encourage submissions by working with a team to create flyers, post on social media accounts, and create merchandise.
- Helps to reach out to University professors and clubs to gather submissions.
- Set up a LinkedIn and Spotify account.
- Helps to run the Instagram page and create engaging content.
- Writes a feature blog post for the KLIO website.

Public Relations Team Member

VALLEY magazine - State College, PA

September 2022 to Present

- Unpaid PR team member for VALLEY Magazine at Pennsylvania State University.
- Runs the company's Spotify account.
- Makes creative, unique, and interesting playlists for Instagram stories, Tik Toks and Instagram posts.
- Works with Instagram Story team members to coordinate post dates and plans.

Babysitter

The Powers Family - Schuylkill Haven, PA

May 2022 to August 2022

- Cared for an 8-month-year-old girl for 8 hours on my free days during the summer while her Mom was working from home.
- Played with her throughout the day.
- Talked to her to familiarize her with colors, shapes, numbers, names, etc.
- Helped her Mother make her food, change her, and put her to bed.

- Helped clean up her toys and food.
- Helped her with her crawling, walking, and talked skills.

Social Media Manager

Blue Mountain High School - Schuylkill Haven, PA
August 2021 to May 2022

- Ran the Instagram account for Blue Mountain High School's Mini-THON, which is an organization stemmed from Penn States "THON" that helps raise money for cancer families.
- Posted for events.
- Created flyers.
- Created a logo.
- Attended events in order to post about them on the Instagram story.

Employee

Roller Roost Sports Arena - Schuylkill County, PA
August 2020 to January 2022

- Employee for a roller skating and sports facility.
- Worked the front door by giving tickets and using the cash register/computer system.
- Handed out skates and rentals.
- Prepared and served food at the Snack Bar/kitchen and worked the cash register.
- Hosted private birthday parties.
- Cleaned tables, party rooms, bathrooms, and vacuumed floors.
- Worked laser tag; Taught patrons how to play; Set up the laser tag system electronically.
- Booked private parties and events over the phone and in person.
- Helped with various sports rental positions.
- Developed important communication skills, people skills, and leadership abilities by talking to customers daily and working at multiple different positions when needed.

Pro Shop Employee

Hidden Valley Golf Club - Pine Grove, PA
April 2021 to August 2021

- Managed the reservation system, checked guests in, collected fees, and assigned tee times and golf carts.
- Sold merchandise, ran cash register, and maintained inventory records.
- Organized schedules and operations for the driving range.
- Met and greeted all guests in a friendly, courteous and professional manner.
- Communicated in a clear and professional manner to assist guests in playing the course.
- Ensured pro shop is stocked of merchandise in a presentable way.
- Coordinated with Outside Service Attendant to maintain a consistent level of cart availability and to ensure guests are following the rules.
- Explained golf products and services and other information about Hidden Valley Golf to all guests.
- Worked with Assistant Golf Professional in setup and execution of tournaments and outings.
- Familiar with IBS database computer programs to complete reservations.
- Developed excellent communications skills with guests and fellow employees.

Babysitter

The McGee Family - Schuylkill Haven, PA
April 2020 to August 2020

- Care for a 6-year-old boy, a 7-year-old girl, and a 10-year old girl during parents' daily absences for 8 hours every other day of the week.
- Ensure children are bathed, changed, fed, and do their homework.
- Create innovative and educational games using arts and crafts, children's toys, and limited screen time.
- Play with children and keep them entertained.
- Clean and organize the house, minimizing parents' clean up times

Education

Undergraduate in Public Relations

Pennsylvania State University-Main Campus - State College, PA
August 2022 to Present

High school diploma

Blue Mountain High School - Schuylkill Haven, PA
August 2019 to May 2022

Skills

- Experience with children
- IBS computer program
- Communication skills
- Social media
- Writing skills
- Teamwork skills
- AP style
- Proofreading
- Public speaking
- Leadership
- Adobe Lightroom

Links

<https://www.linkedin.com/in/reagan-march-77188524a>

Certifications and Licenses

President's Award for Educational Excellence

June 2018 to Present

Awarded for showing academic success for 3 years, selected by the school principal.

Assessments

Written communication — Proficient

February 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Proofreading — Proficient

February 2023

Finding and correcting errors in written texts

Full results: [Proficient](#)

Social media — Familiar

February 2023

Knowledge of social media techniques and analytics interpretation

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

- Graduated High School with 3.86 GPA, was in 3 honors society's, and was one of the top 20 students of a 230 person graduating senior class.
- Varsity Cheerleading Captain from August 2021-February 2022.