

MAURA QUIGLEY

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EDUCATION

The University of Rhode Island, Kingston, RI

Bachelor of Science in Marketing

Minor(s): Public Relations

Accolades and Affiliations: Dean's List

May 2015

Cumulative GPA: 3.3/4.0

Westbrook High School, Westbrook, ME

Accolades and Affiliations: Outstanding Effort in H. Earth Science, H. English, and Art, University of Rochester Humanities Award

June 2011

Cumulative GPA: 4.0/4.0

MARKETING EXPERIENCE

URI Office of Undergraduate Admission Employment, Kingston, RI

September 2012 – Present

Campus Tour Guide/Student Admission Presenter

- Attend monthly meetings and participate in training labs to practice and apply tour guiding skills
- Give weekly tours to prospective students and families around URI's campus
- Attend URI's Open Houses every year to give tours and act as a student representative
- Assist in delivering weekly, hour long information sessions to prospective students and families

URI Student Entertainment Committee, Kingston, RI

September 2011 – Present

Hospitality Coordinator

- Organize promotion booths for executive members and general members
- Plan concerts that result in crowds of up to 7,000 people and aid in bringing comedians, movies, and speakers to URI
- Attend weekly executive board meetings and subcommittee meetings to select and plan entertainment programs
- Plan icebreakers for every subcommittee meeting

Employee of Ryan Center, Kingston, RI

September 2011 – Present

Marketing Representative

- Promotes upcoming shows at all Ryan Center events
- Informs students about concerts and events at the Ryan Center through posters and promotion booths

Zeus's Closet, Falmouth, ME

August 2008 – Present

Sales Associate, Manager

- Key holder and manager during the Summer
- Keeps displays current and geared toward target audience (teens and young adults)

Student Government, Westbrook, ME

September 2009 – June 2011

President, Class President, Class Vice President

- Planned fundraisers for graduation, proms, and other class expenses
- Planned, attended, and ran meetings about school wide events
- Attended weekly community meetings to update the community about school events
- Implemented Robert's Rules of Order

National Honor Society, Westbrook, ME

September 2008 – June 2011

- Attended weekly meetings
- Planned induction ceremonies
- Maintained the four properties: scholarship, leadership, service, and character

COMMUNITY INVOLVEMENT

Big Brothers Big Sisters, Westbrook, ME

September 2010- June 2011

Big Sister

- An advocate for a girl in third grade
- Attended weekly "play dates" to be a role model

Interact Club, Westbrook, ME

September 2007 – June 2011

- Attended weekly Soup Kitchen trips to aid in serving the homeless
- Planned fundraisers for local charities

Computer/Language Skills

Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Social Networking (i.e. Facebook, Twitter)