

Mary L. Lewis
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Campus Address:
Carrollton, GA 30118

Permanent Address:
Savannah, GA 31404

- Education** **University of West Georgia, Carrollton, GA** May 2016
Bachelor of Science in Mass Communications, Minor in Sociology
Major GPA: 3.3, Cumulative GPA: 3.1
- Public Relations Experience** **Public Relations Assistant, YMCA, Savannah, GA** Summer 2015
- Wrote 18 press releases for local newspapers promoting summer programs
 - Initiated and maintained 25 professional broadcast and print media contacts
 - Assisted in planning and implementing a fundraising event for over 500 invited guests resulting in \$200,000 in charitable donations
- Assistant, Bluestone, University of West Georgia** Spring 2014
- Gathered information about campus news, wrote press releases, and distributed reports to local media outlets
 - Assisted editorial staff with editing and proofreading draft of alumni magazine
 - Wrote a week-long series of posts for the University blog about being a student athlete
- Activities** **Co-Captain and Member, Varsity Volleyball Team, UWG** Fall 2012-present
- Led practice in absence of coach and serve as liaison between coach and team members
 - Displayed teamwork and leadership skills by communicating plays during matches
 - Developed strong time management skills while spending up to 30 hours per week in practice, play, and travel
- Representative, Student Athlete Advisory Committee, UWG** Fall 2013
- Chosen by coaches and teammates to represent student athletes in administrative meetings
 - Communicate student athlete requests and concerns to Athletic Director
- Volunteer, Athletes Care Team, UWG** Fall 2013
- Provided individual and group tutoring in math and reading to children ages 8 to 10 years old
 - Built relationships with children through support and encouragement
- Other Experience** **Instructor, UWG Volleyball Camp, Savannah, GA** Summers 2013, 2014
- Provided individual training and instruction to 100 female players ages 14 to 15
 - Assessed players' strengths and weaknesses and created and led weekly structured practices to target specific areas for improvement
 - Built community and leadership among team members through drills and scrimmages
- Server, Crab Shack, Savannah, GA** Summers 2012, 2013
- Demonstrated ability to multitask by effectively prioritizing and managing service for 10 to 15 tables per shift in busy four-star restaurant
 - Developed excellent customer service and sales skills through thorough knowledge of menu, food and beverage preparation, and chef's specials
 - Cooperated with other staff when catering parties and special events to maximize efficiency
- Computer Skills** Microsoft Word, Excel, Access, PowerPoint, Publisher