

# KELSEY BROSS

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Current Project Manager with a background in Public Relations and Interactive Media seeking a role in the media and entertainment industry.

## EDUCATION

### Quinnipiac University, Hamden, CT

Bachelor of Arts, Public Relations, Summa Cum Laude, 3.9 GPA 2020  
Masters in Interactive Media and Communications 2021

## SKILLS

- Adobe Suite, Canva, Google Suite, Microsoft Office
- Hootsuite Certified, Meltwater Media Intelligence Software, Cision
- Certified COVID Compliance Officer

## EXPERIENCE

**21Grams Rad Science** Jan. 2021- Present  
Project Manager, Montclair, NJ

- Support the internal flow of multiple projects at once
- Track and organize documents across multiple platforms
- Prepare and submit pieces for submission

**The Visual Brand** Jan. 2020- May 2020  
General Intern, Westport, CT

- Managed database of package design concepts from an internal organizational system
- Outlined client recaps and budgets
- Managed numerous vendors for a multi-day photo shoot

**The Academy of Television Arts and Sciences** Jan. 2019- April 2019  
Marketing Intern, North Hollywood, CA

- Created content for social media platforms, as well as scheduled posts via Hootsuite
- Collaborated with internal team in campaign brainstorm meetings
- Assisted with talent wrangling at the 71st Annual Emmys

**coded{pr}** Jan. 2019- April 2019  
A public relations firm specializing in women's fashion and lifestyle brands  
Intern, West Hollywood, CA

- Wrote brand-driven pitches for email distribution to editors of print and online publications
- Assisted in showroom appointments for high-profile personalities. Organized, coordinated, and displayed items to be reviewed and chosen for clients

## ACTIVITIES

**QuinniPR: Student-Run Public Relations Firm** 2017-2019  
Vice President and Social Media Manager, Hamden, CT

- Engaged in designing and presenting re-branding assets including corporate logos for local businesses
- Designed promotional material and digital invitations for Quinnipiac University activities and community events

## KEY PROJECTS

**Quinnipiac ComCon 2020**  
Event Planner, Hamden, CT

- Developed the School of Communications' yearly networking conference and transitioned the event to an online format in the wake of COVID-19
- Curated panels, workshops and a keynote speaker tailored to each of the majors within the school, plus additional sessions focused on career development