

Andreea Petrescu

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PROFESSIONAL EXPERIENCE

Coburn Communication Inc., New York, NY

Jan 2018 – June 2018

PR / Special Events Intern

- Assisting Associate VP with event coordination
- Helped to manage and oversee Rachel Ray's event celebrating 10th anniversary of Nutrish
- Research specifications for equipment, linens, fabrics and vendors to determine costs per service/package
- Assisted with invitations, backdrops, décor and other thematic products to highlight

Ramapo News, Mahwah, NJ

Jan 2018 – June 2018

Copyeditor

- Proofread stories for proper grammar and usage
- Monitor and edited base copies in accordance with all guidelines and requirements

Borough of Franklin Lakes

Sept 2017 - Jan 2018

Communications Intern /Administrative Assistant

- Developed creative content for social media platforms which included research of stock images
- Created flyers, brochures, and booklets for outreach within the community
- Typed documents such as correspondence, drafts, memos, emails and prepared weekly report for management

VSquared Events, NJ

Feb 2015 - Aug 2017

Brand Ambassador

- Promoted brand awareness through executing and managing on/off premise marketing promotional events
- Fostered relationships with internal and external clients
- Performed competitive research to enhance business plans
- Recruited, Trained, Motivated & Led staff of junior brand ambassadors

Beauty Secrets Day Spa, Nutley, NJ

Feb 2014 - April 2016

Front Desk Receptionist

- Bookkeeping and data entry
- Scheduled and coordinated appointments
- Answered high volume phone calls, booked appointments, and greeted clients
- Offered clients beverages, collected and processed payments for services rendered

Patrician Associates

Oct 2012 - Feb 2014

File clerk/Administrative Assistant

- Purchased and maintained office supply inventory, careful to adhere budgeting
- Maintained files precisely and professionally
- Sorted and classified content alphabetically and chronologically

EDUCATION

Ramapo College of New Jersey, Mahwah, NJ

Sept 2015 – Present

Undergrad Transfer studying Mass Communication/Media Studies

Essex County College

Sept 2013 - June 2015

Studied Paralegal

ADDITIONAL SKILLS

- Bilingual in Romanian and English
- Expert in Microsoft Word, Excel, Publisher, PowerPoint, Photoshop, Illustrator, amongst other graphic designing applications
- Presentation and Public Speaking