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CONTACT DETAILS

Los Angeles, CA

(323) 434-0981

rebeccaskaggs30@gmail.com

www.linkedin.com/in/rebeccaskaggs

EDUCATION

SYRACUSE UNIVERSITY

**S.I. NEWHOUSE SCHOOL OF PUBLIC
COMMUNICATIONS**

**Bachelors of Science: Public Relations
Minors: Music Industry and Sociology**

Graduation: May 2021

Dean's List: All Semesters

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook

Adobe Creative Cloud: Audition, Spark Premiere Pro

Social Media: Twitter, Instagram, Facebook, YouTube, Zoom

Personal Skills: Conflict Resolution, Teamwork, Clear Communication, Active Listening, Time-Management

EXPERIENCE

GIRLS DIRECTOR

Saint Sophia Camp | April 2021 - Present

- + Facilitates registration, processes paperwork and tuition payments
- + Coordinates budgeting and purchasing of all necessary supplies
- + Manages pre-camp communication to parents, campers, and community stakeholders
- + Develops and executes a two week Activity period curriculum for campers ages 7-17

ARTS AND CRAFTS DIRECTOR

Saint Sophia Camp | June 2018 -April 2021

- + In light of the COVID 19 pandemic, assisted in the curriculum transition to digital and virtual platforms along with managing the Saint Sophia Virtual Website
- + Coordinated scheduling and facilitation of virtual programming through Zoom and Google Classroom
- + Developed and executed an Arts and Crafts curriculum for campers ages 7-17 that was project-based and focused on creative expression, artistic skill-building and fun
- + Managed Camp Store, planned and executed various Camp Special Events including Camp Dances, Open House, etc.

VICE PRESIDENT OF PROGRAMMING

Z89 Radio | January 2020 - June 2021

- + Managed all on-air content, including 3 live music shows, 3 news shows, and 18 hours of sports talk
- + Produced promotional liners for use on-air
- + Selected and programmed music through G-Selector and Mediabase
- + Oversaw and worked closely with a department of 5 staff members

HOST OF Z MORNING ZOO

Z89 Radio | September 2018 - December 2020

- + Developed copy for Facebook, Instagram, and Twitter
- + Brainstormed segment ideas for on-air talk breaks
- + Recorded and edited segments using Adobe Audition
- + Collaborated with a five-person team

PEER ADVISOR

Newhouse School | April 2018 - May 2021

- + Oriented 5 new freshmen and assisted in their transition to college
- + Lead tours of Newhouse to freshmen and parents
- + Staffed Welcome Week events