

Natalie Katharine Townsend

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Education

University of Tennessee, Knoxville
Bachelors of Science in Public Relations
Minor in Business Administration

Graduation Date: May 2009

Cumulative GPA: 3.23/4.0

Experience

State of Tennessee Governor's Office

Scheduling Office Intern

May-Aug. 2009

Nashville, TN

- Process invitations and event requests through e-mails and phone calls; develop daily schedule and trip itineraries for the governor; schedule meetings, conferences and photo opportunities with the governor
- Take phone calls dealing with constituent concerns and inquiries

Ackermann PR and Marketing

Intern

Jan.-May 2009

Knoxville, TN

- Monitor media and ad exposure; create media exposure books, grids and monthly lists; develop yearly ad exposure totals
- Prepare press releases for designated clients (Alcoa, East Tennessee Medical Group, and TechLaw Group); research new business opportunities and develop contacts; develop media kits for possible clients

University of Tennessee Housing Department

Conference Assistant

Summer 2007, 2008

Knoxville, TN

- Scheduled conference events and made itineraries for Destination Imagination, National Youth Conference, and University of Tennessee Football camp

Archer Furrow and Associates

Office Assistant

May 2007-Aug. 2007

Knoxville, TN

- Assisted in showing commercial real estate properties, prepared real estate packets for potential buyers, and assisted in clerical work such as bill paying and filing

Activities

Dance Marathon

Vice President of Community Outreach

Feb. 2008-Mar. 2009

- Responsible for all media and alumni communications; Designed corporate sponsorship packets; Responsible for all monetary fundraising

Delta Delta Sorority

Member of Delta Sigma Chapter

Aug. 2005-present

- **Vice President of Public Relations** (Jan. 2008-Dec. 2008): Responsible for all media relations and planning of a tailgate event for parents
- **Philanthropy Chairman** (Jan. 2007-Dec. 2007): Responsible for all philanthropic fundraising and events; raised \$17,500 for the East Tennessee Children's Hospital and \$85,500 for the St. Jude Children's Research Hospital; coordinated a triathlon for 400 participants and golf tournament for 120
- **Panhellenic Delegate** (Jan. 2006 – Dec. 2006): Attended weekly meetings, and served as a liaison for my chapter and the Greek community

Panhellenic Council

Executive Director

Aug. 2006-Dec. 2007

- **Greek Week Director** (Aug. 2006-May 2007): Coordinated a week of competitions and activities, such as a concert, fashion show and canned food drive for the UT-Knoxville Greek community
- **Chapter Unity Director** (Aug. 2007-Dec. 2007): Coordinated dinner for 14 Panhellenic sororities

Computer Skills

Microsoft Office, Adobe Design Software, Quark, OSAS, SPSS, Check 21, BancWin