Caroline Schmigel

https://www.linkedin.com/in/carolineschmigel/ **|** 804.658.6740 | caroline.schmigel@live.longwood.edu

Outgoing, creative and high performing student with a passion for teamwork and problem solving. Interested in pursuing opportunities that leverage my communications experience, business education and event planning skills. Keen interest in public relations, communications and event planning opportunities where I will continue to learn and develop new skills.

**EDUCATION**

**B.A. Communication Studies** Longwood University | Farmville, VA |

Concentration: Public Relations                             Expected, May 2021

Minor: Business Administration | GPA 3.1 |

**PROFESSIONAL EXPERIENCE**

 **Tropical Smoothie -** *Shift Leader*Midlothian, VA

*May 2015 - present*

* Communicate with management and employees about restaurant volume and pace
* Assign duties to crew members involving cleaning, prepping food, making food, handling the register and events like National Flip Flop Day and news events
* Count the register at the end of the night with the responsibility of handling money, putting money in the safe and locking the store up as well as opening the store and prepping for the day
* Provide exceptional service to guests while multi-tasking and managing time and inventory and making sure guests experience was unique

**Salisbury Country Club –** *Crew member*Midlothian,VA *July -Nov 2016*

* Managed multiple tasks relevant to guest experience and keeping with tradition as well as assisting servers and managers in need
* Set up and take down events including weddings, dining rooms, banquets and kids night, while ensuring a good experience and assistance to guests.
* Managed the pool food hut by setting up the layout of the pool for the day and assisting guests by bringing their food and drinks and taking orders
* Watched over, interacted, fed and played with the children when in charge at the daycare center

**LEADERSHIP EXPERIENCE**

 **Relay For Life** *Executive Member* Powhatan, VA

 *2013-2017*

* Managed affairs regarding the clubs important dates, meetings, events, spirit nights and dues
* Filled out forms related to travel, reimbursements and banner, and managed our agency funds
* Acted as a mentor to members in the group and exemplified leadership qualities by taking charge when needed

 **PRSSA Club** *Treasurer* Farmville, VA

  *2018-2019*

* Manage and collect funds from the club members for dues, fundraising and travel expenses
* Help make executive decisions on meeting dates and themes, money management and club events
* Fill out forms related to travel, reimbursements and banner, and manage our agency funds

 **Field Hockey Club** *Treasurer* Farmville, VA

  *2018-2019*

* Manage and collect funds from the team and other teams for dues, fundraising, paying refs and travel expenses
* Fill out forms related to travel, reimbursements, banner and managing our agency and account funds

**SKILLS**

**Computer/ Tech**: Proficient in Microsoft Office, Twitter & Instagram, WordPress, LinkedIn and Google Docs

**Languages:** Proficient in Spanish (5 years)