**Hunter Lacey Stinnett**

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**STATEMENT OF QUALIFICATION**

Detail oriented, organized, passionate, and willing to learn. Create drafts and final copies of work in a timely manner, provide excellence in teamwork, offering advice and listening.

**EDUCATION**

**Longwood University Farmville, VA**

*Bachelor of Arts in Communication Studies* May 2020

Concentration: Public Relations

Minor: English

GPA: 3.5

**WORK EXPERIENCE**

**Longwood University Writing Center                                                                                           Farmville, VA**

*Consultant*          *October 2018 - Present*

* Demonstrate strong communication skills
* Edit various Longwood Writing Center projects including blogs, presentations, websites, and campus outreach
* Participate in ongoing consultant trainings and evaluations
* Review client’s class assignments such as research papers, essays, social media post, and more

**Tharpe Social Media & Events                                                                                                      Farmville, VA**

*Intern                                                                                                                                    October 2018 - Present*

* Coordinate with clients prior to their event
* Ensure all vendors are on schedule the day of the event
* Ensure activities are starting and ending according to the pre-arranged schedule
* Set up and break down decor at each event
* Tend to all needs of the client

**Robin Alexanders / {RA} Bistro Lynchburg, VA** *Hostess* *June 2015 – Present*

* Act as head hostess for a team of 15+ employees
* Balance finalizing economic transactions, answering the phone, seating rotation, taking/preparing to-go orders, and tending to customers specific needs
* Create the floor plan and server rotation for each shift
* Compose the written training tests while also providing a smooth transition and creating an awareness of job duties for a new host, hostess
* Fill out and finalize private dining contracts
* Pick up and drop off special orders for managers such as ABC orders, uniforms, and food
* Provide assistance to customers over the phone and in person

**Amherst County High School Theatre Department Amherst, VA**

*Intern and Program Manager August 2015 – May 2016*

* Created the format for 4 different playbooks based on production and advertising needs
* Customized pre-rehearsal checklist for each cast member
* Solicited, collected and processed payments of advertisements for 30+ local businesses
* Tracked pre-sale tickets for each production

**COURSE PROJECTS**

* Digital Editing, Longwood University
  + Longwood University Women’s Lacrosse Hype Video
  + Video Interview of Overcoming an Eating Disorder
  + Video Interview of a Longwood Basketball Player’s Story
* Introduction to Media Writing, Longwood University
  + Detailed Biography on Longwood Police Officer
  + Editorial on Police Body Cameras
  + Feature Story on Longwood Chief of Police
  + News Story on Oktoberfest Bag Policy
  + News Story on Greenwood Library
* Public Speaking, Longwood University
  + Informative Speech
  + Narrative Speech
  + Persuasive Speech
  + Group Speech
* Fundamentals of Public Relations, Longwood University
  + News Media Monitoring Log
  + Nike Blog Post
  + Nike Campaign Survey
  + Nike Fact Sheet
  + Nike Press Release
  + Nike Public Relations Campaign Report
  + Social Media Monitoring Log
* Persuasion Theory, Longwood University
  + Advertisement Analysis
  + Appeal to Emotion Speech
  + Appeal to Identity Speech
  + Appeal Logic Speech
  + Invent a Solution to Animal Trafficking
  + Persuasive Speech on Animal Trafficking

**SKILLS**

* **Computer/ Technology:** Adobe Premiere Pro, Microsoft Office, Yelp Reservations, Canva
* **Social Media:** Facebook, Instagram, LinkedIn, Twitter

**HONORS**

* **Dean’s List**, Longwood University (2 semesters)
* **Virginia Girls State**, Longwood University, June 2015
  + Chosen to represent Amherst County High School among 320 students

**VOLUNTEER WORK**

* **Virginia Children’s Book Festival**, Longwood University, October 2018
* **Muscular Dystrophy Association,** Richmond VA, November 2018