



Courtney N. Moody

PHONE: 571-484-6932 | EMAIL: moodycn@vcu.edu
311 S Cherry St, Richmond, VA 23220

EDUCATION

Public Relations, General Business *CURRENT*
Virginia Commonwealth University, Richmond, VA

PROFESSIONAL SUMMARY

Driven communications student looking to gain real-world experience and contribute in a team environment. Knowledgeable about viral social media marketing across a wide range of platforms.

SKILLS

- Commitment to quality and service
- Appointment setting
- Event planning
- Relationship/team building
- Customer service-oriented
- Marketing plan development
- Social media expertise
- Social commerce

WORK HISTORY

CHILD CARE PROVIDER

09/2018 to Present

Avavindan and Subu Gopalakrishnan | Richmond, Virginia

- Transport children to and from school, activities and appointments.
- Oversee the daily activities of clients' household while they travel.
- Maintain the children's schedule and organize events.
- Coordinate and plan activities for the children.

RESTAURANT HOSTESS

01/2017 to 05/2017

Texas de Brazil | Richmond, VA

- Fine dining restaurant
- Continually monitored dining rooms for seating availability, service, safety and well-being of guests.
- Demonstrated genuine hospitality while greeting guests.
- Assisted co-workers whenever possible.

MARKETING ANALYST INTERN

05/2015 to 08/2015

Blue Canopy/STS Health | Reston, VA

- Created the Social Media calendar for the 2016 year.
- Assisted with social media campaigns.
- Assisted the Executive Assistant with office related tasks.
- Researched competition and their marketing strategies.
- Sought out sponsorships for products.

AFFILIATIONS

- Member, Phi Mu Lambda Gamma Chapter, 2015 to Current
- Social Director, Phi Mu, 2017 Term