

# Julia A. Ohaver

Outgoing and driven young professional with strong communication, organization and writing skills seeking to utilize my abilities towards a position in public relations and event planning

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## EDUCATION

Purdue University  
West Lafayette, Ind.  
B.A. in Communication  
Majored in Public Relations  
and Advertising  
Liberal Arts Honors Program  
Minored in French and History

## SKILLS & INTERESTS

### Specialties

Social media, public speaking,  
promotions, AP style,  
MS/Mac applications,  
proficient in French

### Interests

Novels, international travel,  
lakefront running, Chicago,  
event planning, brunch, Cubs  
baseball, volunteering,  
history, French language &  
culture, gluten-free cooking

## PREVIOUS ACTIVITIES

Public Relations Student  
Society of America, Lambda Pi  
Eta Communications Honor  
Society, Boiler Gold Rush,  
Purdue University Dance  
Marathon, Greek InterVarsity,  
Old Masters, Undergraduate  
InterFraternity Institute,  
Purdue Exponent Student  
Newspaper, Order of Omega,  
Lafayette Urban Ministry  
volunteer

## EXPERIENCE

**Executive Administrative Assistant** February 2012 - August 2013  
*Designkitchen :: Chicago, Ill.*

- Managed expense reports, business travel, time sheets, meetings and other administrative tasks for seven executives
- Created and maintained onboarding schedules for new employees
- Coordinated conference room schedules and videoconferencing calls, assisted in client hospitality, co-managed the front desk

**Tour Manager & Coordinator** July 2011 - December 2011  
*Marketing Werks :: Chicago, Ill.*

- Managed team of three in day-to-day operations of Verizon event marketing tour of south region United States
- Promoted to manager after three months of proven ability
- Served as liaison between our team and the client
- Showed the latest Verizon smartphones and tablets at various events throughout the south: gave demos, answered questions, guided consumers to the best Verizon device for their specific needs
- Assisted local retail staff at events, including converting consumer interest to sales and driving consumers to nearest retail store

**Experiential Marketing Intern** August 2010 - May 2011  
*Marketing Werks :: Chicago, Ill.*

- Worked on various accounts including LEGO, BlackBerry 6, PlayStation, Sony and INDYCAR
- Screened potential staffing candidates and hired selected individuals
- Edited and proofread presentations and documents
- Organized photos and video into an efficient, easy-access system
- Assembled billable invoices for submission to client
- Compiled quotes and statistics from event sites and consumers for event and tour recaps

**Communications Intern** May 2010 - August 2010  
*Almost Home Kids :: Naperville, Ill.*

- Completely revamped and produced their newsletter: redesigned, wrote copy, conducted interviews
- Designed and created the program for their annual golf outing fundraising event

## ADDITIONAL EXPERIENCE

Public Relations & Business Development, Rankings Guru  
Media & Communications Strategic Planning Intern, Black Dog Group LLC  
Director of Greek Relations, Purdue Panhellenic Association  
Marketing Manager / Parade Coordinator, PSUB Homecoming Committee  
Marketing Intern, Chicago History Museum  
Public Relations Officer, Phi Mu Sorority Executive Board