

Ragan Alyse Helms

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Permanent Address

1216 Arlene Court
Lilburn, GA 30047

Current Address

135 Miller Avenue
Apartment 101
Auburn, AL 36830

OBJECTIVE An internship position in Public Relations, specifically interested in athletics.

EDUCATION **Auburn University**; Auburn, AL
Public Relations, December 2009
Major GPA 3.5

COURSEWORK Journalism; Management; Communication; Radio TV Film; Public Relations

EXPERIENCE

05/08 - Present

AC Fitness For Women, Auburn, Alabama

Weekend Manager and Fitness Consultant

- Consult with those interested in becoming part of the club.
- Conduct fitness interviews and give tours of the club.
- Promote the club throughout the public.

05/07 - 08/07

Helms Tractor Co., Inc., Montgomery, Alabama

Administrative Assistant

- Answered the phone and directed the caller to the correct employee.
- Input data into the computer, kept customer invoices filed and organized.
- Administrative tasks such as paying bills and making daily deposits.

05/06 - 08/06

Southland Country Club, Stone Mountain, Georgia

Clubhouse Assistant

- Managed the beverage cart during peak golf hours.
- Helped prepare food, stock inventory, and sell items to members.
- Managed the organization inside the clubhouse, as well as the register.
- Assisted in the preparation and execution of special events in the clubhouse.

05/02 - 07/04

GMAAC, Stone Mountain, Georgia

Leader at a Day Camp for Refugee Kids

- Worked with camp organizers to plan and execute daily activities.
- Led the kids in outdoor recreation and team sports.
- Assisted in academic tutoring for the children struggling in school.

ACTIVITIES

Auburn University Public Relations Council of Alabama, 2008-2009

- VP of Hospitality

The Special Olympics, 2005

Who's Who Among American College Students, 2005

SKILLS

Computer: Proficient in Microsoft Word, Power Point, Excel, Internet and Email.
Public speaking, organizational, and communication skills.

REFERENCES

Available Upon Request

