

NINA C BOOST

18665 Vanderlip Avenue North Tustin, CA 92705

nboost@ucsc.edu • (714) 394-8836

Dear Recruiter:

I am very interested in a position available at your company. My goal is to be involved in a field where I can use my marketing, public relations and business skills in a challenging environment.

Graduating at the top of my class from UC Santa Cruz in June 2010 with a Business Management and Economics Major, my skill set includes Accounting, Business Management, Marketing, Business Strategy and Information Systems. I gained valuable marketing and business skills through my work and internship experiences with Warner Bros. Pictures and MOTIV Lounge. I participated in promotional brainstorming, gaining corporate sponsors and event partnerships and hiring entertainment and caterers for exclusive parties and events. As an intern, I planned and hosted a charity event that raised \$1000 by and for struggling students. Following my internship, I have done freelance work as an event coordinator and have planned and hosted private screenings and premiere events. My background has equipped me to deal with a diverse range of people and situations.

My motivation, assertiveness, initiative and ambitious work ethic have contributed to my success as a student as well as in my work experience thus far. I am a self-starter and a team player and I thrive on problem solving.

I look forward to scheduling a personal meeting with you to discuss the opportunities within your company. I look forward to hearing from you at 714-394-8836. Thank you in advance for your time and consideration.

Respectfully,

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CAREER OBJECTIVE:

Seeking a position in Marketing/Public Relations/Publicity/Event Planning.

EDUCATION:

University of California, Santa Cruz, CA

B.A. Business Management and Economics; expected June 2010

Major/Overall GPA: 3.9 / 3.8 - Dean's Honor List 2007-2010

- *Ranked 3rd in Business Management and Economics Major Department.*
 - *Dean's Honors List: 2008, 2009 and 2010.*
 - *Awarded highest cumulative/term GPA by Gamma Phi Beta Sorority for 2006-2010.*
 - *Member of National Society of Collegiate Scholars.*
 - *Member of Golden Key National Honor Society.*
 - *Executive Board Positions, Gamma Phi Beta International Sorority.*
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EXPERIENCE:

MOTIV Lounge, Santa Cruz, CA

2009 – Present

Marketing/Publicity Intern/Event Coordinator/Hostess/Bar Back

- Obtain clients and plan private screenings, after parties and special events held at Motiv Lounge.
- Create and implement promotional ideas and events, create deal memos, contracts, budgets, schedules
- Locate and hire talent and entertainment, catering and event partnerships.

Warner Bros. Pictures, Burbank, CA

Jun 2009-Sep 2009

Intern – Domestic Publicity

- Assisting Movie Premiere Event planning team in logistical details and organization.
- Assembled contact lists, generated organizational documents and managed information systems.

UC Santa Cruz, Economics Department

Sep 2008-Jun 2009

- Grader/Editor for upper-division business writing class.

Acquisition Group, Inc., Santa Ana, CA

Jun 2007 – Sep 2007

- General organizational and office duties for several holding companies including travel arrangements.
 - Created and integrated new organizing and filing system.
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RELEVANT ACTIVITIES AND SKILLS:

Summer Internships:

2008

Deloitte National Leadership Conference

Ernst and Young Summer Leadership Program

KPMG Summer Leadership Program

Proficient in: Microsoft Word, Excel, Powerpoint, Outlook. EventBuilder. Mac and PC.