



# ALYSSA SCHAEFER

## EDUCATION

**University of Pittsburgh, College of Business Administration**  
Bachelor of Science in Business in Administration  
Marketing and Supply Chain Management Dual Major  
Spanish Minor  
Certificate in International Business

## PROFESSIONAL SKILLS

Event Planning  
Communication  
Creative Styling  
Planning and Organization  
Time Management  
Teamwork  
Leadership  
Problem Solving  
Microsoft Office  
Google Applications  
Spanish Language (Advanced)

## PERSONAL SKILLS

Hard Working  
Detail-Oriented  
Creative spirit  
Reliable  
Flexible  
Professional  
Organized  
Team player  
Fast learner  
Motivated

## CONTACT

P: 610-416-0732  
E: ads148@pitt.edu  
W: <https://zippkidd.github.io>

## WORK EXPERIENCE

### POSY FLORAL + EVENT STYLING

Intern | September 2017 - Present

- Attend client consultations, assemble sample displays, and assist with day-of-event décor and centerpiece set-up and design
- Create social media graphics and generate content for the Posy Instagram account

### PANERA BREAD

Associate | April 2017- Present

### THREAD INTERNATIONAL

Marketing Intern | September 2016 - Dec 2016

- Worked on a social media outreach program to increase industry and brand awareness as well as advance e-commerce sales

### ROSE TREE MEDIA SCHOOL DISTRICT

Technical Director | July 2016 - August 2016

- Designed and built a set and programmed lights for the summer theatre camp while directing eighty-five students

### REFORMATION NURSERY SCHOOL

Teaching Assistance | April 2015- June 2016

### FRONT STREET FOUNTAIN

Waitress | August 2013- April 2015

## COMMUNITY ACTIVITIES AND EXPERIENCES

### AMERICAN MARKETING ASSOCIATION

VP of Regional Conference | August 2015 - Present

- Planned and coordinated a professional event with twenty marketing companies and over eighty students

### BURKE WEDDING COORDINATOR

Day-of Coordinator | June 2016

- Led day-of-event set up, managed vendor arrivals, and oversaw wedding logistics