**Claire O’Brien**

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Seeking a position in media content creation and/or management

**Education**

Expected Graduation: May 2022

**University of Colorado at Boulder, Colorado** *- Bachelor of Science*

Information Science Major, Sports Media Minor

**Clubs & Organizations**

Kappa Alpha Theta- Beta Iota Chapter 2019-present

CHAARG- Women’s empowerment group CU Boulder chapter 2021

INFO BUFFS- President-Information Science club 2021

**Experience**

Fall 2021

**Kappa Alpha Theta Primary Recruitment** – *Sisterhood Chair*

Crafted the outline and film schedule for sisterhood sorority recruitment video

Lead project as primary editor and videographer

Spring/Summer 2021

**CHAARG, Remote** - *Social Media Intern*

Operated large Instagram platform on hourly basis

Recorded and analyzed Instagram statistics

Managed customer service issues daily through email and direct message

August 2020

**TIPS@170, Remote** *- Marketing Intern*

Rebranded consulting company with team of students

Designed and implemented a new company website

Used existing data to create a social media presence on multiple platforms

Exposed to business strategy and marketing

Summer 2019

**Make-A-Wish Foundation, Boston MA***- Internal Events Intern*

Managed donor relationships and correspondence

Organized and recorded event data

Interacted with large companies and sponsors

Daily use and skill development of Microsoft Office

Gained office culture experience

May 2017-August 2019

**Wish Boutique, Burlington MA***-Sales Associate and Social Media Intern*

Exposed to small business management

Ran and operated sales individually

Created social media content on multiple platforms

Became familiar with social media photography and photography equipment

**Keywords:** Social media, User experience, Data, Media creation, Business management