

caroline COX

* Seeking 12-month CDD starting September/October. I do not require visa sponsorship on behalf of companies as I have a preexisting sponsor.



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Experience

Marketing Specialist, Part-time (May 2022 - Present)

Ludington House LLC, Old Lyme, CT USA

- Create brochures and other materials to advertise event venue
- Event planning for social and marketing events
- Promote event venue to local population

English Language Teaching Assistant (Dec 2020 - May 2022)

France Éducation International, Paris, France

- Assisted language instructors in teaching English to French students at high school, middle school and primary level
- Created original lessons and assignments for students ages 6-18
- Conducted lessons both autonomously and in collaboration with instructors
- Worked with students one-on-one, in small groups and in large classroom settings

Syracuse Abroad Global Ambassador (Oct 2019 - May 2020)

Syracuse University Abroad, Syracuse, NY USA

- Informed prospective students on abroad programs
- Helped facilitate departure meetings and other SU Abroad events
- Worked the front desk at the SU Abroad office 8 hours per week

Travel PR Intern (Jan 2019 - April 2019)

Brighter Group (FINN Partners), London, UK

- Drafted press releases and other media documents
- Created monthly and weekly social media plans for clients
- Researched and provided information on journalists and companies
- Assisted with preparation and facilitation for media events
- Tracked print and online coverage of clients

Marketing and Advertising Intern (July - Aug 2018)

Overabove, Centerbrook, CT USA

- Tracked and recorded sources that used agency's content
- Created distribution lists to share content to maximize exposure
- Created research summaries on new clients
- Assisted with research to distribute agency's content to potentially interested parties

Communications Intern (Feb - May 2018)

Council of Europe, Strasbourg, France

- Assisted with transcribing videos and writing video summaries
- Wrote emails and other communications on behalf of supervisor
- Exposed to human rights guidelines, issues and advocacy for European institutions

Server (Summer 2017 - Summer 2021)

- Benoit New York by Alain Ducasse, Manhattan New York, NY
- Fresh Salt at Saybrook Point, Old Saybrook, CT
- Kokomo's Restaurant/Beach Bar, Old Lyme, CT

Education

Syracuse University

S.I. Newhouse School of Public Communications

B.A. in Public Relations and Political Science

Minor: French/Francophone Studies

Graduated May 2020

Cum Laude

Dean's List

Chancellor's Scholar

Université de Strasbourg

Institut International d'Études Françaises

Completed nine credits of French at B2 level

during spring 2018 semester, passed B2 exam

Syracuse University London

Semester abroad during spring 2019 semester

Skills

Associated Press Writing Style

Adobe InDesign, Photoshop and Illustrator

Microsoft Office

Advanced Proficiency in French

Slack

Cision/Gorkana

Meltwater

Social Media

Podcasting

Customer Service

Interests/Activities

Skiing

Scuba diving

Oenophile

Triathlons

J.R.R. Tolkien enthusiast