

KATHERINE E. O'KEEFE

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OBJECTIVE: Increase experience in PR industry and gain exposure to area employers with fall 2010 internship

EDUCATION

Villanova University, Villanova, PA **May 2011**
Major: Economics, **Minors:** English, Communication **GPA in Major:** 3.06

LEADERSHIP

Delta Gamma Sorority President **January 2010-Present**

- Oversee 9 vice presidents and 21 directors and organize weekly chapter meetings for 127 women
- Attending Delta Gamma International Convention in Denver, CO in Summer 2010 to represent Villanova chapter as voting authority

Student-Alumni Relations Team President **April 2010-Present**

- Developed, communicated, and coordinated new and existing programs in an effort to strengthen the connection between alumni and current students

Public Relations Student Society of America Fundraising Chair **January 2010-Present**

- Organize 3 events to raise funds for Villanova chapter

Delta Gamma Sorority Vice President: Panhellenic **January 2009- December 2009**

- Received "Patricia Peterson Danielson" Award for Overall Chapter Excellence and placed first out of 22 Greek organizations in "Greek Week"
- Coordinated 3 other directors and manage Delta Gamma- Villanova chapter website

Villanova University Leadership Conference **September 2009, 2010**

- Invited to attend leadership conference to develop and strengthen leadership characteristics and qualities
- Various seminars designed to promote networking among University leaders

WORK EXPERIENCE

Concept One Communications, Westport, CT **May 2010- Present**
Administrative Assistant

- Experience all aspects of marketing industry under the instruction of a notable agency with an expansive clientele

Cait and Jules, New York, NY **May 2010- Present**

- Learning comprehensive event management and detail coordination skills with an emphasis on interpersonal communication

O'Keefe Controls Co., Monroe, CT **May 2003- July 2009**
Administrative Assistant, Database Management

- Extensive filing and inventory control and also learned to work with several office software programs

Sekerak and Tristine, MDs Internal Medicine, Bridgeport, CT **April 2006- September 2008**
Office Manager

- Exhibited ability to think critically and logically and adapt in high pressure situations
- Developed organizational prowess, communication skills, and process skills by becoming familiar with office software, answering phones, and interacting with diverse clientele to ensure all-around satisfaction

Brownson Country Club, Shelton CT; Lakewood-Trumbull YMCA, Monroe CT **Summers 2006- 2009**

- Swim Instructor, Swim Team Coach:* Taught water skills and stroke technique to patrons ages 2-18
- Senior Lifeguard:* Responsible for completion of facility tasks to ensure a safe environment for up to 200 patrons

Piano Teacher, Fairfield County, CT **January 2003- September 2008**

- Instructed children ages 4-12 at various levels of difficulty

Child Caretaker, Villanova, PA **January 2009- Present**

- Spend up to 20 hours per week as a child caretaker for three families

ACTIVITIES AND AWARDS

Special Olympics **March 2007- Present**

- Organized "Penguin Plunge" fundraiser in Westport, CT and supervise booth for athletes in Fall Celebration

Saint Joseph Scholar-Athlete Award, Swimming and Diving Coaches' Award **September 2003-June 2007**

Central Connecticut Coast YMCA Instructor of the Year Award **August 2009**