

# Paul Promo

ppromo@hotmail.com

## School Address:

Saint Michael's College  
1 Winooski Park, Box 0000  
Colchester, VT 05439  
(802) 654-0000

## Home Address:

10 Home Avenue  
Yarmouth Port, MA 02675  
(508) 375-0000  
Cell: (508) 220-0000

## EDUCATION

2007 - 2011

**Saint Michael's College, Colchester, VT**

Bachelor of Science in Business Administration, May 2011

Overall GPA: 3.77    Dean's List    Phi Beta Kappa

Spring 2010

**Richmond, The American International University, London, England**

Study Abroad/International Internship Programme, Spring 2010

## MARKETING AND PUBLIC RELATIONS EXPERIENCE

Academic Years

**Office of Admission, Saint Michael's College**

2009-2011

**Student Ambassador and Tour Guide**

Selected to serve as ambassador of the College for prospective students and families. Gave campus tours, spoke at open houses, and phoned prospective seniors in high school to provide information about the College. Hosted overnight visits.

Fall 2010

**Stowe Mountain Resort, Stowe, VT**

**Marketing Representative**

Sold season passes at off-site locations, helped to design advertisements for the mountain, attended weekly meetings with management, kept accurate sales records that were used in accounting department.

Spring 2010

**Ketchum, London, England**

**Account Executive**

Wrote press releases, compiled press booklets, designed press boards, attended department meetings/brainstorms, and attended product releases for one of the top ten public relations firms in the world.

## WORK EXPERIENCE

Summers

**Clancy's Restaurant, Dennis, MA**

2009 and 2010

**Server**

Took meal orders and entered patrons' meal and beverage selections into the restaurant's computer system. Served entrees and attended to customers' needs. Resolved issues and provided excellent customer service.

Summers

**Dennis Beaches and Recreation, Dennis, MA**

2006, 2007, 2008

**Gate Attendant Supervisor**

Promoted from previous position as Attendant. Trained, supervised, and evaluated staff; provided support and resolved conflicts as needed. Handled financial transactions.

## SKILLS

**Computer:** Proficient in MS Word, Excel, PowerPoint, Publisher, and Adobe Photoshop

**Language:** Working knowledge of German

## INTERESTS

Downhill skiing, hiking, swimming, running, travel (USA and Europe), being with friends.

References available upon request