

Kaitlyn McDonald

1221 Belvidere Corner Road
Mount Bethel, Pa. 18343

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Kaitlynmcdonald32@gmail.com

Education

Bachelor of Science, Class of 2014
Lebanon Valley College, Annville, PA

Major: **Business Administration** Minor: **Communications**

- Study Abroad at Umbra Institute, Perugia, Italy
Courses: Italian language, History of Food in Italian Culture, and Art and Religion in Italian Culture
- Co-curricular Activities: Student Alumni Association; Relay for Life; Study Abroad Peer Mentor

Pennsylvania Real Estate License

- Completed Courses: Real Estate Practice and Real Estate Fundamentals

Career Experience

Lebanon Valley College, Annville, PA

Intern, Office of Marketing and Communications

Fall 2012- Spring

2013

- Website Maintenance, Marketing assistant, Social Media Management

Student Employee, Office of Marketing and Communications

May 2013- May 2014

- Photography, Video, Social Media Promotions and Development, Website Development

Student Employee, Colloquium Series

Spring 2014

- Website Maintenance, Press Releases, Video, Photography

Teel Realty / Teel Auctions, Mount Bethel, PA

2004 to present

Employee

- Office administration, phone reception, open houses, photography and general office work.
- Worked as auction cashier, photographer, clerk and runner. Maintained website; handled phones and assisted with customer service and record keeping.

Marketing Manager/ Real Estate Salesperson

- Website maintenance, social media creation/management, event planning, real estate sales

Employment

Lebanon Valley College, Annville, PA

2010- 2014

Student Employee, Facilities Services Event Setup, Office Maintenance

