

Rebecca Lily Moser



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Experience

Draper Strategies & Communications

January 2015 – May 2015

- **Intern**
- Assistant to both Partners of local Public Relations firm
- Scheduling and other miscellaneous duties
- Draft copy write material for various clients
- Draft press releases for various client events and activities
- Coordinate projects with various clients and attend client events

Graduate School, University of Nevada, Reno

December 2013 – January 2014

- **Administrative Assistant I**
- Front Desk reception of the Dean's Office
- Greet and assist incoming students, faculty and staff
- Answer and assist callers on main phone line, transfer to appropriate staff when needed
- Daily administrative duties
- Handle paperwork, applications and sensitive information in accordance with confidentiality standards
- Development and management of social media

Edge Nightspot, Peppermill Resort Spa Casino

June 2014 – October 2014

- **VIP Host**
- Manage Guest list and seat VIP tables
- Promotion of specials and events through social media
- Book table reservations weekly and sell tables to walk-up clients
- Interact with nightclub guests and oversee nightlife experience

BuBinga Lounge, Eldorado Hotel and Casino

November 2012 – May 2014

- **VIP Host**
- Promoted from Cashier/Coat Check to VIP Services in March 2013
- Manage Guest list and seat VIP tables
- Cocktailing/VIP experience
- Cashier/Coat-check in the event of an absence
- Promotion of specials and events through social media
- Book table reservations weekly and sell tables to walk-up clients

Office of Admissions and Records, University of Nevada, Reno

September 2009 – May 2013

- **Student Assistant III**
- Worked as an assistant to the Associate Vice President of Enrollment Services
- Maintained employee personnel, leave and other records in accordance to confidentiality standards
- Clerical/Administrative duties
- Payroll for hourly employees

Education

University of Nevada, Reno

Masters of Arts in Journalism

I have stayed active in campus activities by serving as a Greek Faculty Advisor for Theta Chi Fraternity for two semesters. I am currently an active member of the Young Alumni Chapter, in which I am seeking a board position for the coming term. In order to broaden my community involvement and further my professional development, I have been prospecting the Reno-Tahoe Young Professionals Network and continue to stay active within the young professionals community by networking at relevant meetings and events.

University of Nevada, Reno

Bachelor of Arts in Psychology

I majored in Psychology with a minor in Human Development and Family Studies. I worked as an undergraduate teaching assistant for an introductory level psychology class during both semesters of my senior year. I am an alumna of Delta Delta Delta sorority, for which I was an active member my sophomore through senior year. In that organization, I held the office of Assistant Vice President of Membership during my junior year.