

ALYSIA LIBBY
University Park, PA

Education

Pennsylvania State University Anticipated Graduation: May 2014
University Park, PA
Pursuing a B.A. in Journalism, Minors in Business and Political Science
Honors: Dean's List, National Honors Society; GPA: 3.84

Experience

National Academy of Public Administration, *Intern under CEO and Assistant to CEO* June 2012 - August 2012
Washington D.C.

- Attended National Academy Project Panel meetings regarding social equity and other governmental issues.
- Enhanced secretarial and communication skills by being a liaison between the National Academy and their 700 fellows.
- Created and implemented a new Microsoft Excel system for contact information of 700 fellows, media contacts, and congressional members for the National Academy.
- Composed informational biographies for the CEO's meetings through research on congressional members, fellows, and others.

H.L. Libby Corporation, *Marketing Assistant and Bookkeeper* May 2010 - August 2010,
Warrendale, Pennsylvania May 2011 - August 2011

- Compiled demographics, site plans, and leasing plans to design marketing brochures for three large shopping centers, which were used to acquire finances for future shopping centers.
- Summarized lease information for organizational use.
- Tracked payments and posted accounts payables and accounts receivables.
- Supported budget management for retail management company.
- Communicated and responded to incoming inquiries from tenants.

Leadership

Pi Beta Phi PA Epsilon Chapter, *Vice President of Philanthropy* November 2011 - Present
University Park, PA

- Lead weekly chapter meetings of over 100 members with the other nine members of the chapter's executive board.
- Created and designed fundraising for First Book, a non-profit organization dedicated to promoting literacy, on campus and in local businesses including McDonald's and Campus Candy with over 100 attendees.
- Encouraged owners of businesses such as McDonald's and Campus Candy to host philanthropic events through regular communication with local managers.
- Recruited student volunteers to participate in events, coordinated with vendors, advertised events via e-mail, social media, and flyers around campus.
- Met regularly with Panhellenic leaders to discuss campus-wide issues.
- Collaborated with other fraternities/sororities on campus activities, such as fundraisers and social events.
- Volunteered at local elementary schools by reading to students and showed students by implementing games to promote literacy.
- Raised over \$6,000 in a year for First Book.

THON (Penn State Dance Marathon), *Family Relations Assistant* November 2011 - Present
University Park, PA

- Handled in-person interactions with families and children with cancer for the largest student-run philanthropy at Penn State University.
- Organized events for two families, such as dinners, hospital visits, and activities on-campus at Penn State.
- In conjunction with a campus fraternity, raised \$120,735 by circulating solicitation pamphlets to prospective donors.

Public Leadership Education Network, *Intern*

- Attended weekly seminars that promoted female leadership in public policy by interacting and meeting with congressional staffers, lobbyists, and other powerful women in D.C.
- Participated in PLEN skill-building sessions to develop important career-related expertise in all aspects of the workforce.
- Published an informational blog pertaining to internship and living in the nation's capital.

Skills

Proficient in Centsoft (accounting and property management software for shopping centers)
Proficient in Argus (financial analysis software)
Proficient in iMis
Proficient in Final Cut Pro