

# KATELYN MALECKI

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## PROFESSIONAL EXPERIENCE

### **Pinckney Hugo Group, Syracuse, NY — Assistant Account Manager | February 2023 - Present**

- Assists in the overseeing of several accounts from industries including medical aesthetics, technology, insurtech, finance, and pharmaceuticals.
- Coordinates creative and campaign-related projects to remain on time and within budget.
- Interacts with the account, media buying, social media, and creative teams on a day-to-day basis to ensure client needs and objectives are met.

### **Freelance, Remote — Proofreader | October 2021 - February 2023**

- Professionally edited and proofread documents in US, British, Australian, and Canadian English to correct grammar, spelling, punctuation, and formatting errors in academic, business, and creative writing.

### **Fashion Institute of Technology, New York, NY — Academic Tutor | September 2018 - September 2021**

- Assisted students with preparing for exams, completing projects, and understanding course materials for subjects including math, Excel, and marketing.

### **Sarah Hall Productions, New York, NY — Public Relations Intern | January 2018 - May 2018**

- Aided Account Executives by producing press clippings for client features, contributing to client media lists, and composing responses for comments on social media.

### **Onondaga Community College, Syracuse, NY — Marketing and Communications Intern | January 2017 - August 2017**

- Participated in various marketing activities, including research, planning, and social media outreach for the Spring Open House event, which experienced an over 30% increase in attendance.

## EDUCATION

### **Fashion Institute of Technology | State University of New York | May 2018 & May 2020**

*Bachelor of Science & Associate in Applied Science, Advertising and Marketing Communications*

- Minor - Design Thinking
- Member, National Society of Leadership and Success
- **Semester Study Abroad** - Istituto Lorenzo de' Medici; Florence, Italy

### **Onondaga Community College | State University of New York | May 2017**

*Associate in Science, Business Administration*

- Member, Phi Theta Kappa Honor Society
- **Award:** Curriculum Honoree, Business Administration
- **Short-Term Study Abroad** - Cuba; Coursework: Social Problems

## ACTIVITIES & LEADERSHIP EXPERIENCE

### **Public Relations Student Society of America (PRSSA) | Fashion Institute of Technology | Fall 2017 - Spring 2020**

- **Chapter President**, 2019 - 2020 | **Vice President of Chapter Development**, Fall 2018
- **Awards:** Gold Key Award, 2020; Star Chapter Award, 2018, 2019, & 2020; Outstanding New Student Award, 2018

### **Student Representative, Board of Trustees | Onondaga Community College | Fall 2016 - Spring 2017**

- Represented student body of 12,000+ in bi-monthly Board of Trustee meetings

### **Head of Communications, Business Club | Onondaga Community College | Fall 2016 - Spring 2017**

## SKILLS

**Microsoft Office | Excel | Google Analytics | Proofreading | Writing | Google Suite | Communication  
Marketing Strategy | Project Management | Time Management | Planning | Critical Thinking | Problem Solving**