

Hailey Hawkins

Haileyrayhawkins@gmail.com | 336-707-7261

Education

NC State University

August 2022 – Present

Graduation: May 2024

- Bachelor of Arts in Communication Studies, Public Relations
- GPA: 4.0 | Dean's List: Fall 2022

University of North Carolina at Charlotte

August 2020 – May 2022

- GPA: 3.9 | Chancellor's List: Fall 2020 – Spring 2021, Spring 2022 | Dean's List: Fall 2021

Experience

Troon, The Clubs at St. James Plantation

May 2022 – August 2022

Server and Catering

- Mastered a complex food and beverage system that facilitated fine dining experiences for elite members of a private golf community.
- Supported four country clubs requiring specialized service in brunch, lunch, dinner, and cocktail services.
- Had a stellar reputation and viewed as an exceptional employee among members, management, human resources, staffing and peers.
- Assured five-star service with a highly demanding customer base that required excellent communication, adaptability, resilience, and flexibility in a fast-paced environment.
- Greatly sought after and praised for my attitude, professionalism, and willingness to exceed expectations.
- Utilized in a wide capacity and placed in high exposure, independent roles due to demonstrated work ethic.
- Worked and prepared function sites for special events, and men and women's golf associations.
- Exhibited confidence and exemplary customer service skills by anticipating needs ahead of time, communicating guest requests, and adopting sales techniques.

Child, Property, and Pet Caretaker

May 2019 – May 2022

Personal Business

- Trusted and reliable resource, and met the high demands of my clientele.
- Provided flexibility as to when my assistance was needed.
- Helped families balance their own schedules.

Primary Election Polls, Greensboro

March 2020

Election Worker

- Praised for my leadership skills as there was limited staffing.
- Fulfilled various significant roles typically performed by experienced full-time election officials.
- Helped set up equipment, check in voters, process ballots, and close the voting site.
- Hands-on experience that required professionalism while assisting voters.

Activities

Public Relations Student Society of America (PRSSA), Chapter at NC State

October 2022 – Present

Club Member

- Provided professional development and networking opportunities.
- Gained insight into the field of public relations.
- Cultivated favorable relationships between students and public relations professionals.
- Attended meetings and workshops with guest speakers.

National Society of Leadership and Success (NSLS), Chapter at NC State

November 2022 – Present

Member

- Honor society that excels in personal growth initiatives and delivers exclusive career resources.
- Participated in leadership development programs, success networking teams, and speaker broadcasts.
- Mission is to "build leaders who make a better world."

Kappa Delta Sorority, UNC Charlotte*Appointed Officer***August 2020 – May 2022***January 2022 – May 2022*

- Served as an appointed officer assisting recruitment, public relations, and marketing.
- Fundraised for Prevent Child Abuse of America and dedicated time to the Girl Scouts of the USA.
- Aided in the design process of sorority apparel.
- Coordinated with graphic design artists on timing and distribution.
- Played a pivotal role during fall recruitment that required one-on-one interview sessions conducted via zoom and in-person.

Leadership Fellows Program, UNC Charlotte*Fellow***August 2021 – November 2021**

- Special training program for high achieving upper-division students at UNC-Charlotte seeking to develop advanced leadership skills.
- Nominated based on my academic performance and recognized potential (60 participants accepted out of 174 applicants).
- Interactive training was conducted through our round table discussions at our weekly meetings and overnight weekend retreat.
- Experience in public speaking, creative problem solving, professionalism, leading in diverse settings, team building and interview preparation.

Skills

- **Expert:** Social Media, Verbal/Nonverbal Communication, Creativity, Interpersonal, Writing, Organizational
- **Proficient:** Microsoft Office, PowerPoint, Zoom, Public Speaking, Problem-solving