
EDUCATION

Hofstra University, Herbert Lawrence School of Communication**Expected 12/20**

Masters of Arts: Public Relations, GPA: 3.4

New York University, Tandon School of Engineering**Graduated 05/13**

Bachelors of Science: Integrated Digital Media ,GPA: 3.2

Minor in: Psychology and Media Studies

COURSES & LANGUAGES

Courses: Strategic Writing, PR Crisis Management, Digital Communication, PR International Intercultural, PR Swing Agency, PR Corporate & Essentials, PR Advocacy, PR Media Messages and Messengers, PR Capstone**Social Media:** Twitter, Facebook, LinkedIn, Instagram, Snapchat, Tumblr, MarketMeSuite**Language:** Fluent in Farsi and Italian**Website:** kia723.wordpress.com

EXPERIENCE

The Swing Agency Hofstra University, Hempstead, NY**08/20-Present***Swing Agency Director*

- Run 6 Public Relations client account's demand with students during the class
- Post on social media, writing blogs, and pitching media outlets for clients
- Review account executives progress on clients tasks
- Meet with the professor once a week to report the details about the progress with each account

Amazon Prime, Prime Now, Westbury, NY**05/18-Present***Associate*

- Answer customers on Amazon Seller chat to ensure they receive the right product in their orders
- Prepare and process Amazon groceries in packages delivered by Amazon drivers

Hofstra University, Hempstead, NY**02/20-08/20***Graduate Research Assistant*

- Worked on Accrediting Council of Education in Journalism and Mass Communication for Herbert School
- Researched data about other school's diversity based on student and faculty body
- Analyzed strengths and weaknesses of other school's under ACEJMC to compare with Hofstra University

Accelerated Information Systems, Hicksville, NY**01/16-03/18***Software Sales Associate*

- Proposed clients Laserfiche software through CRM for Enterprise Content Management products that organizes their documents
- Implemented and designed a software for each client and trained them on user experience of the software
- Consulted clients with their software problems based on user experience
- Scheduled meetings for the manager to have with clients about the products available
- Conducted outreach to 20-30 calls per hour to have people in the technology department attend Laserfiche event

NYU DUMBO Incubator, Brooklyn, NY**09/13-12/15***Research Associate*

- Collaborated on a team with 3 other people to do SWOT analysis of each startup within the incubator every week
- Developed new marketing strategies for startup companies to raise funds from angel investors and venture capitalists
- Researched, analyzed, and targeted competitors product features, functions, measures, and costs for 8 startup companies
- Presented solutions to 8 different founders within deadline
- Raised \$25,000 for 1 of the startups to increase their production
- Organized weekly meetings and provided status updates for various projects working at the incubator

American Conference Institute, New York, NY**01/12-12/12***Social Media Associate*

- Managed social media accounts aggregation such as Twitter, Facebook, MarketMeSuite, and LinkedIn
- Enhanced company's social media presence by posting content daily to each accounts
- Analyzed social media accounts performance using PeerIndex, Klout, and Google Analytics
- Researched social media trends and presented results to Senior Manager
- Increased each social media account traffic by 2-5 followers every week during my time