

# Susie Conway

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## EDUCATION

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**Stony Brook University**, Stony Brook, NY May 2013  
*Bachelor of Arts in Women and Gender Studies*; GPA 3.6

## COMMUNICATIONS EXPERIENCE

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**News Intern** June–August 2012

*CNN*, New York, NY

- Collaborated with production and reporting teams to create and update website content
- Researched, wrote, and posted company data on Wikipedia
- Contributed to story research for finance and business reports
- Researched and documented stock footage; entered information into database

**Intern** September 2009-May 2012

*Stony Brook University Poetry Center*, Stony Brook, NY

- Designed, wrote, and edited publicity materials for visiting poets
- Publicized readings, researched alumnae poets and poetry centers nationwide
- Attended Poetry Center Committee meetings with director and other faculty members

**Assistant to Event and Volunteer Coordinator** February–May 2011

*Women in Business Leadership Conference*, Northampton MA

- Planned and executed publicity campaign for 20 colleges and media organizations throughout New England; strategies increased attendance 15% from previous years
- Created dynamic website using Dreamweaver (<http://www.stonybrook.edu/Women/conference>)
- Assisted in planning conference events and schedules
- Coordinated panelists' hotel and travel; managed schedule for 50 panelists and participants

## SUPPORTING EXPERIENCE

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**Board Member** September 2011-May 2012

*Stony Brook University Judicial Board*, Stony Brook, NY

- Evaluated and ruled upon alleged cases of ethics and code violations

**Office Assistant** September-December 2010

*Stony Brook University Office of Student Affairs*, Stony Brook, NY

- Supported office scheduling and assisted with management of staff itineraries
- Actively responded to phone and email inquiries
- Utilized Microsoft Excel for office database management

## COMPUTER SKILLS

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Microsoft Word, PowerPoint, Excel, Access, Publisher; Dreamweaver; HTML