



Bridie Burke

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EDUCATION

East Carolina University, College of Business

Greenville, NC

Bachelor of Science in Business Administration | Marketing

August 2014 - August 2018

Minor: Art | Graphic Design

GPA: 3.8

Honors: Magna Cum Laude, Beta Gamma Sigma, Business Honors Society (Top 10% of class)

EMPLOYMENT

Georgetown University Law Center

Washington, D.C.

Special Events Assistant

August 2019 - present

- Manage office finances; including office budgets, purchase orders and expense reports
- Develop and maintain contracts with over 30 suppliers throughout Law Center for various events
- Work with events team to plan and execute roughly 150 events during academic year
- Update and manage team's website, keeping site up to date and responding to inquiries

DC Police Foundation

Washington, D.C.

Event Assistant

May 2019 – June 2019

- Assisted with the planning and execution of foundation's annual award ceremony for 200 guests
- Coordinated with venue leaders and assisted with the development of seating chart
- Built and managed relationships with local dignitaries, guests and honorees throughout ceremony

National Association of Broadcasters

Washington, D.C.

Event Marketing Intern

January 2019 – May 2019

- Used Marketo to design and distribute promotional emails for events to over 50,000 clients
- Utilized event technologies by updating event pages and responding to vendor and guest inquiries
- Acted as a liaison to domestic and international partners to collect and organize deliverables

The Walt Disney Company

Orlando, FL

Cast Member | Disney Internships & Programs

August 2018 – January 2019

- Ensured guest satisfaction by giving prompt, friendly and knowledgeable service
- Interacted with hundreds of guests daily while working at over 20 locations on property
- Displayed the 'Four Keys' of the Walt Disney Company: safety, courtesy, show and efficiency

INTERESTS

Division I Athlete | East Carolina University Swimming & Diving

Fall 2014 – Spring 2018

- Team recruiting captain – organized team activities, planned recruiting weekend for 40+ teammates
- Balanced 15+ semester credits, 20 hours of weekly practice, and 3.5+ GPA
- Athletic scholarship recipient

Little Blue Bird Creations | Online Design Portfolio

Spring 2015 - present

- Designed & created website to showcase artistic talent and sells artwork on Etsy
- Manages social media accounts to promote artwork on Instagram, Facebook, and Pinterest

