

# ISABELLA VALLETTA

## CONTACT

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## EDUCATION

### ENDICOTT COLLEGE BEVERLY, MA

**Bachelor of Science in Communication**  
Lambda Pi Eta, Deans List, GPA 3.5

*Public Relations, Marketing, Advertising  
Fundamentals, Computer Graphics,  
Journalism, Writing for the Media, Social  
Psychology, Sociology*  
**class of 2024**

### FLORENCE UNIVERSITY OF THE ARTS FLORENCE, ITALY

Semester Abroad

### LA SALLE ACADEMY PROVIDENCE, RI class of 2020

## SKILLS

Content Writing  
General Graphic Design  
Market Research  
Teamwork & Collaboration  
Problem Solving

## TOOLS

Google Suite  
Canva  
Microsoft Office  
Social media content creation  
WordPress  
Adobe Illustrator/Photoshop

## SUMMARY

Communication student eager to utilize interpersonal skills to engage with the public both in person and through social media. Hoping to learn new skills from professionals & peers, and use previous experience to thrive in a range of environments.

## PROFESSIONAL EXPERIENCE

### ENVIRONMENTAL SYSTEMS INC.

Marketing Intern

**August 2023 - Present**

- Social media management (Instagram, Facebook & LinkedIn)
- Developing strategy to hire new HVAC Service Techs

### VIRTUAL INC.

Human Resources Intern

**October 2023 - December 2023 (375hrs)**

- Help with administrative tasks around the office
- Aid in the recruitment process of potential future employees

### WATERFIRE PROVIDENCE

Creative Services Intern

**May 2022 - August 2022 (145hrs)**

- Social media management (Instagram & Facebook)
- Used teamwork and collaboration skills to set up gallery exhibits with precision
- Efficiently communicated with other professionals in order to be successful in the planning, promotion and execution of upcoming events

## OTHER EXPERIENCE

Lifeguard/Swim Instructor

**June 2019 - August 2023 (seasonal)**

- Monitored the safety and well being of those in the pool area
- Ensured that members of the club were enjoying their time at the establishment
- Trained in First Aid, CPR and AED