

Mary Boucher

West Islip, NY | (631)-579-0667 | meboucher131@gmail.com

EDUCATION

State University of New York College at Cortland

August 2019 – May 2023

Bachelor of Arts Degree in Communication Studies, **Minor** in American Musical Theatre

Honors: Dean's List, J. Hutchinson Scholarship

Relevant Coursework: Fund. of Public Speaking; Media Writing, Trends in Popular Culture; Communication Law and Ethics, Communication History, Sociology; Women in Film: New Communication Media: Communications in Social Change: Public Relations Writing; Human Communication; Mass Media and Society;

INTERNSHIPS

Public Relations Internship, Lori Bizzoco, Cupid's Pulse, Oceanside NY

May 2022- August 2022

- Learned interview skills and translating verbal conversation to written documentation
- Wrote bios, regularly uploaded social media, content creation, edited and reviewed
- Created, organized and updated of schedules

Social Media Internship, Bru 64 Coffee House, Cortland, NY

January 2022- May 2022

- Managed the company's public relations; running the Instagram and Facebook accounts
- Attend regular meetings with the owner of the coffee house and create content calendars for her to approve
- Advertising and marketing the company's products to make them appealing to the customer demographic

WORK EXPERIENCE

Programs' Associate (Temporary) Long Island Cares Food Bank, Happaugue, NY

May 2023 - August 2023

- Oversaw volunteer work, ran inventory and purchase orders for three programs (Supporting Our Seniors, Pack It Up 4 Kids/Child Nutrition Program, Mobile Pantry). Oversaw open site in Shirley directly feeding lunch to children under 18.
- Made individual, weekly phone calls to each client in the Mobile Pantry program to get a personalized list of food items for that week and meet any needs.
- Worked in the warehouse regularly. Packed orders, sorted through donation bins, loaded palettes, and made deliveries to sites.

Barista, ASC Bookmark at SUNY Cortland

August 2022 - Present

- Took coffee, food, and other beverage orders and prepared them for customers quickly and effectively.
- Washed dishes and cleaned the store throughout my shifts.
- Restocked and took inventory for the shelves and displays. Took temperatures on all refrigerators, freezers, and meats. Thoroughly cleaned for store opening and closing.

Pet Care/ Dog Walker, Freelance pet care/private clients, Rover.com, Care.com, Long Island, NY

June 2020 - Present

- Assist with dog walking, drop in visits, overnight house sitting, feeding, administering medications, and training when needed. Specialize in areas including the Hamptons, Hampton Bays, Old Brookville, and Locust Valley.

Cashier / Delivery Driver / Assistant Cook, Anthony's Pizza and Pasta, West Islip, NY

November 2017 – August 2022

- Managed quality communication, customer support, and product representation for each customer.
- Educated new employees at orientation meetings.
- Assisted the kitchen with making sauce, cheese, rolling dough, and inventory.
- Learning and adapting quickly to each type of skill the restaurant needs for the day in front of or behind the counter

CAMPUS INVOLVEMENT AND LEADERSHIP

Alumna, *Alpha Sigma Alpha*, SUNY Cortland

August 2020-Present

- Attend regular meetings, recruit new members, interface with officers from other Greek organizations, speaking to representatives of the college, and coordinating with alumni or charitable groups
- Selected to be a member of the Scholarship Chair's committee and Diversity Chair's committee
- Raise money annually for fundraisers such as *Girls on the Run*, *Special Olympics*, *Polar Plunge*, and *Relay 4 Life*, as well as making blankets for local Animal Shelters and notecards for children with disabilities

Member, GIVE Club, SUNY Cortland

March 2023 - Present

- Attend bi-weekly meetings to recruit and educate students about GIVE volunteers programs
- Discuss and plan volunteer opportunities involving sustainability, environmental and agricultural impacts, and ecotourism

Previous Member, Acapella Group, SUNY Cortland

August 2019- May 2020

- .Coordinate concerts to show our best repertoire and work as a cohesive group to effectively rehearse vocals.

SKILLS

Skills: Knowledge in social media, public relations, advertisement, and marketing skills; Proficient writing skills in all Microsoft (Microsoft Office) and Google platforms; Experience in the construction of press releases; Intermediate American Sign Language; growing knowledge on real estate investment and sales. .