

Kacie L. Nolan

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703.489.7374

EDUCATION

Virginia Polytechnic and State University, Blacksburg, VA

Bachelor of Arts in Communication, Public Relations concentration, May 2012

PROFESSIONAL EXPERIENCE

Smart Card Alliance, Princeton Junction, NJ

Assistant to Conference Services Manager, Part-time

Government Conference, Washington, D.C. November 2012

Payments Summit, Salt Lake City, UT February 2013

NFC Solutions, San Francisco, CA May 2013

- Support Conference Services Manager with onsite logistics and program duties throughout entire conference
- Attend pre-conference meeting to meet conference principals and facilities contacts
- Identify last minute setup changes and make required changes or arrange to have changes made prior to start of conference
- Verify that registration area is fully equipped and ready for the start of the conference
- Responsible for onsite updates and communication regarding sign adjustments
- Assist with meeting room checks prior to morning presentations
- With Conference Services Manager, oversee area of conference facility, making sure operations run smoothly, crowds are managed, meeting rooms are maintained and signage is in place
- Attend post-conference debriefing at the end of conference

Fleishman-Hillard International Communications, Washington, D.C.

Consumer Markets Intern, July to Oct. 2012

- Assisted volunteer coordinator for the 2012 Library of Congress National Book Festival
- Developed and managed volunteer database with over 800 profiles
- Edited volunteer training materials
- Created pavilion, author and escort schedules
- Managed production and assembly of training materials
- Interacted with Volunteers and Library of Congress Staff
- Supported over 1,000 volunteers at two-day festival

RELATED EXPERIENCE

Public Relations Student Society of America (PRSSA), Virginia Tech Chapter, Blacksburg, VA

Special Events and Fundraising Coordinator, Sept. 2011 to May 2012

- Planned Communication Connections Event 2012, a networking event for communication students
- Lead weekly committee meetings for over 20 committee members
- Communicated with event venue for specific needs
- Created and managed event schedule

College Media Solutions, Virginia Tech, Blacksburg, VA

Inside Sales Manager, Jan. 2011 to July 2012

- Communicated with local businesses to sell advertising space in the Collegiate Times, for WUVT and for VTTV
- Communicated with creative department to fulfill clients advertising requests
- Trained and managed seven assistant account executives
- Achieved sales revenue of \$60,000 over a five month period