

GRACE LEVY

(she/her)

COMMUNICATIONS AND PUBLIC RELATIONS

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EDUCATION

Kutztown University of Pennsylvania

Fall 2023 — Fall 2025

B.A. Communication Studies,
B.S. Public Relations

Minors: Professional Writing and
Women, Gender, and Sexuality Studies
GPA: 4.0

Bucks County Community College

Fall 2021 — Spring 2023

A.A. Communication Studies
GPA: 4.0

SKILLS

- Microsoft 365 Suite
- Adobe Photoshop
- Adobe Premiere
- Adobe InDesign
- Canva Pro
- Bizminer - Data Analytics Software
- DaVinci Resolve - AV Editing Software

ACHIEVEMENTS

- **Honors Program:** Fall 2023 — Present
- **Dean's List:** Fall 2023, Spring 2024, Fall 2024, Spring 2025
- **College of Liberal Arts and Sciences:** Dean's Scholar Award, Spring 2025
- **College of Performing Arts and Sciences:** Communication Studies Student Excellence Award, Spring 2024
- **The Washington Center:** Scholarship Recipient, Winter 2024

PROFILE

Honors student at Kutztown University with a rich background in writing, leadership, strategy, and research. PR interests include mass, political, and crisis communications. Seeking PR job opportunities to strengthen design and writing skills.

WORK EXPERIENCE

PR Student

August 2024 — May 2025

The Agency, Kutztown University

- Designed the "Wall That Heals" picture book in Adobe InDesign for the *Veterans Heritage Project*. Attended client meetings to present design work and receive feedback.
- Wrote copy and collaborated on the continued design of Kutztown's *Strand Theatre* website.
- Wrote press releases for the *Strand Theatre* to distribute to local media.
- Created Facebook and Instagram posts and captions for the *Strand Theatre*.

Strategic Communications Intern

June 2024 — May 2025

Kutztown University Small Business Development Center

- Develop PR initiatives for internal KU SBDC events, including media outreach, writing press releases, and event planning.
- Collaborate with Social Media Strategy Team to develop tailored social media strategy for clients.
- Create sample posts, captions, and content for small business clients.
- Write press releases for client's grand opening/ribbon cutting ceremonies. Help client's plan logistics, invite legislators to attend their event, distribute press releases, and coach them.

Writer

September 2023 — May 2025

InnoVision Magazine, Kutztown University College of Business

- Interview students, alumni, and faculty for feature articles. Take head shot-style photos to accompany stories.
- Attend COB campus events and write articles.

CAMPUS INVOLVEMENT & LEADERSHIP

Vice President: Communication Career Club Fall 2024 — Spring 2025

Member: Public Relations Student Society of America Spring 2025

Peer Mentor: Honors Program Fall 2024