

HALEY CAULKINS

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Education

Berry College: Mount Berry, Georgia

Bachelor of Science in Business Management with minor in History graduated May, 2017

Cum Laude, Deans List 2015 - 2017, Phi Alpha Theta Treasurer 2016 – 2017

The Harpeth Hall School: Nashville, Tennessee

Graduated May, 2013

Work Experience

Corporate Receptionist: Community Health Systems

October 2017 – Present

- Excellent communication and interpersonal skills
- Skilled in multitasking and prioritizing to ensure a quality experience for callers and guests
- Comfortably managing a high volume of phone calls and interacting with a high volume of guests

Events Supervisor and Coordinator: Berry College Athletic Promotions

August 2015 – May 2017

- Directed the Pack the House initiative for Athletic Promotions
- Planned and supervised promotional athletic events for 16 sports teams
- Corresponded with 51 coaches, staff, and sports information department officials
- Responsible for execution and supervision of events
- Directed and advised student workers
- Planned and managed National Anthem performances for athletic events
- Managed hiring and training of events team members

Fundraiser: Berry College Office of Alumni

August 2013 - May 2014

- Engaged with Berry College alumni to promote Berry College events
- Oversaw the collection of donations from Berry College alumni
- Interacted with alumni through telephone and email

Winter Internship: Nashville Predator Fan Relations

January 2013

- Assisted patrons during events at Bridgestone Arena
 - Aided in event planning within Bridgestone Arena such as the GnashVegas Casino & Auction Night
 - Relayed arena information and answered questions through telephone and email
 - Supervised and executed Nashville Predator hockey player signings for auction events
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Volunteer Experience

Events Planner: Georgia School for the Deaf (GSD)

February 2016 – April 2016

- Planned Georgia School for the Deaf's prom
- Directed and advised volunteers
- Coordinated and corresponded with volunteers, donors, and suppliers
- Developed promotions through social media and flyers

Advertising Coordinator: Rome Shakespeare Festival

March 2016 – May 2016

- Organized meetings and advertising opportunities with local radio stations
- Facilitated advertisement buys and promoted Rome Shakespeare Festival on radio stations
- Sold program advertising space to local businesses to fund raise
- Developed promotional media