

# Nicole Kruszka

308 Wesley Ln.  
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## EDUCATION

### Duquesne University

- McAnulty College and Graduate School of Liberal Arts
- Major: Corporate Communication
- Certificate in Business

**Pittsburgh, PA**  
Expected Graduation: *May 2021*

### Loyola University

- Quinlan School of Business & Department of Fine and Performing Arts
- Major: Information Systems
- Minor: Dance

**Chicago, IL**  
*August 2017-May 2019*

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## PROFESSIONAL EXPERIENCE

### Communications & Audience Development Intern

#### *Andrew Carnegie Free Library & Music Hall*

- Plan the Instagram weekly posting schedule
- Create new posters for advertising and marketing purposes
- Manage social media marketing to increase online presence
- Use the graphic design website *Canva* to edit social media posts and create my own portfolio of designs

**Carnegie, PA**  
*September 2020-present*

### Administrative Assistant Intern

#### *Duquesne University*

- Gave suggestions on how to improve the Communications Department website by framing it for both prospective and current students
- Worked on improving the Duquesne Debating Society's social media in order to bring in more engagement

**Pittsburgh, PA**  
*September 2020-December 2020*

### Co-Owner & Marketing/Social Media Manager

#### *Madre Figlia Designs*

- Helped with hand-making and designing custom cards
- Updated new listings on Etsy and promote them through advertising portals

**Pittsburgh, PA**  
*May 2020-July 2020*

### Background Actress

#### *"Happiest Season" TriStar Pictures*

- Portrayed a "Moviegoer," a "Fantasy Book Nerd," & a bar crowd member

**Pittsburgh, PA**  
*February 2020*

### Dance Teacher Substitute

#### *Mac Dance Company*

- Taught young dancers and ice-skater's flexibility and strength through dance movement
- Developed stretches and combinations in advance for an efficient class

**Canton, MI**  
*July 2019-August 2019*

### Marketing Assistant

#### *PromoZing Marketing*

- Initiated cold calls to new prospects to advertise the company and garner new clients
- Generated Purchase Orders, Quotes, and Invoices for clientele and placed orders with multiple vendors
- Managed workflow utilizing Microsoft Excel and Word

**Plymouth, MI**  
*August 2016-August 2019*

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## SKILLS

- Typing speed between 77-87 WPM with 98% accuracy
- Experienced in customer service, cold calling, administrative assistance & office maintenance
- Computer skills: Proficient in Microsoft Office—Word, Excel, PowerPoint, ESP, CardScan
- Organized, detail-oriented, time-efficient
- Skilled in social media marketing on Instagram, Facebook, and Twitter

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## EXTRACURRICULARS

### Duquesne University *Steel City Dance Company*

- Company dancer performing student-choreographed works at the end of each semester

**Pittsburgh, PA**  
*September 2019-present*

### Loyola University *The Dance Company*

- Company dancer performing student-choreographed works at the end of each semester

**Chicago, IL**  
*September 2017-August 2019*