

CONTACT

[Linkedin Profile](#)

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101 Washington St,
Conshohocken, PA 19428

EDUCATION

VILLANOVA UNIVERSITY

VILLANOVA, PA

**Masters of Arts in English
Certificate in Strategic
Communication**

LAFAYETTE COLLEGE,

EASTON, PA

**Bachelors of Arts in English &
History**

Summa Cum Laude

SKILLS

Writing, Proofreading and Editing

AP Stylebook

Interpersonal Communication

Teamwork & Leadership

Time-Management

Market Research

Microsoft Office Suite

Adobe Creative Suite

Social Media Strategy

Problem-Solving

Attention to Detail

CARLY JOHNSON

SUMMARY

I am an enthusiastic young professional with a passion for writing, hoping to break into Communications, Marketing, and/or Publishing industries.

I am committed to detail and excellence, coupled with strong writing skills. Actively seeking opportunities to apply academic knowledge and contribute effectively to dynamic professional environments in the aforementioned fields.

EXPERIENCE

UNSCRIPTED CONTENT COMMUNICATIONS INTERN

NBCUniversal, Universal City, Los Angeles

June 2025 - August 2025

- Perform admin support managing schedules, key team documents and status reports
- Compile daily print & online media coverage for NBC, Peacock, and Bravo's Unscripted programming to distribute to key executives and show producers and publicists
- Manage talent itineraries and transport for press appearances
- Assist department with covering interviews, red carpets and press events

GRADUATE ASSISTANT

The College of Liberal Arts & Science, Villanova University,
Villanova, PA

September 2024 - Present

- Work with and support both the Director and Assistant Director of Communications
- Draft press releases, manage social media accounts, assist with content creation, and coordinate events and media relations.
- Collaborate with team members to develop strategic communication plans that align with the organization's goals

SOCIAL MEDIA & MARKETING INTERN

Historic Bethlehem Museums & Sites, Bethlehem, PA

September 2023 - December 2023

- Created social media content, including historical trivia, behind-the-scenes glimpses, and event promotions
- Wrote and published 12 compelling press releases for key events, and initiatives on the site
- Updated and optimized profiles on various social media platforms, including Instagram, Facebook, Twitter, and LinkedIn.

LAUDER GLOBAL COMMUNICATIONS INTERN

Estée Lauder Companies, New York, NY

June 2023 - August 2023

- Conducted comprehensive media monitoring and compiling media reports and presentations, effectively summarizing key findings.
- Researched on industry trends, competitive landscapes and emerging markets.
- Gained a strong understanding of global communications strategies and practices within the beauty and cosmetics industry.