Nadia Hutkay

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EXPERIENCE

Center Road Storage, Brunswick, OH — *Receptionist*

June 2023-PRESENT

- Manage communication and support for 400+ client accounts, ensuring a positive experience.
- Handle administrative workflows, payments, and documentation with accuracy and confidentiality
- Strengthen client relationships through consistent, clear communication.

College of Communication and Information, Kent, OH — *Student Ambassador*

August 2021 - May 2025

- Represented the college at recruitment events, panels, and tours, enhancing prospective-student communication.
- Produced social content, event recaps, and interviews to boost digital engagement.
- Supported DEI efforts and student engagement initiatives alongside faculty and leadership.
- Assisted with marketing and outreach tasks to support college-wide campaigns.

Dress Up for Down Syndrome, Kent, OH— *President, Marketing/Entertainment Director*

August 2021 - May 2025

- Led full-scale event production for an annual 270-attendee fashion show, managing run-of-show, talent, logistics, and creative direction.
- Built and maintained relationships with 30+ business partners, securing sponsorships and funding.
- Managed fundraising strategies, generating over $3,000 for Down Syndrome Association of Northeast Ohio.
- Developed social media posts and promotional campaigns to grow audience engagement and brand awareness.
- Directed a team of 20+ members, delegating responsibilities and overseeing project timelines.

Kent State University Athletics, Kent, OH — *Marketing Intern*

August 2022 - May 2023

- Supported digital and on-site campaigns to boost attendance and fan engagement.
- Created promotional assets and branded visuals for multiple platforms.
- Assisted with live event marketing, coordinating with internal creative teams.
- Conducted audience and trend research to inform content decisions and strategies

EDUCATION

Kent State University, Kent, OH — *Bachelor of Arts: General Communication Studies*

May 2025

- Minors in Public Relations and Marketing
- GPA: 3.84
- Dean's List 2021-2025

Kent State Florence Summer Institute, Florence, Italy

May 2024-June 2024

SKILLS

-Adobe Photoshop and Illustrator: Proficient

-Canva

-Microsoft Office

-Google Suite

-Hootsuite

-Social Media: TikTok, X, Instagram, Facebook, Pinterest, LTK.

-Visual Merchandising

CERTIFICATIONS

-HubSpot Inbound Marketing

-Google Analytics: Google Display Ads