

Patrick Carlon

Stamford, Connecticut 06903 | 203-832-8390
pgcarlon@gmail.com | <https://www.linkedin.com/in/PatrickCarlon/>

EDUCATION

University of Connecticut

Bachelor of Arts in Communication

Storrs, CT

May 2024

Relevant Coursework

Writing and Multimodal Composition, The Process of Communication, Media Literacy and Criticism

Extracurricular Activities

Business Golf Club

2023 - 2024

Husky Case Competition

2023 - 2024

SKILLS & CERTIFICATIONS

Soft Skills: Strong Organization, Time Management, Written and Verbal Communication, Interviewing, Scriptwriting

Hard Skills: Adobe Premiere Pro, Sony a7s Camera, EFP Camera, TelePrompTer, Microsoft Suite, Google Suite

Certifications: HubSpot Search Engine Optimization (SEO) Certification, Digital Marketing Certification

WORK EXPERIENCE

UCTV (University of Connecticut Television Station)

Storrs, CT

President / CEO

May 2023 - April 2024

- Oversaw 6 departments within the Television Station, which provided advertising and broadcasting services to university sports, clubs, and other organizations to maintain a media outlet for UConn students.
- Managed a program budget of \$200k for the 2023-2024 fiscal year by creating an operating budget in Excel to ensure optimal allocation of resources and presenting this to the University's Board of Trustees.
- Enhanced membership through curated events featuring guest speakers, dynamic portfolio-building workshops, and engaging gatherings like general body mixers and a film festival.
- Facilitated discussions about opportunities for organizational growth and problem-solving by collaborating with other leadership from tier III organizations at the University.

Assistant Advertising Director

February 2021 - April 2023

- Produced promotional videos for campus organizations and local businesses and leveraged social media platforms such as TikTok, Instagram, and YouTube for digital outreach.
- Oversaw the training of new club members by teaching the fundamentals of Adobe Premiere Pro and proper use of a Sony a7s camera to uphold the organization's long-term credibility.
- Documented meeting minutes and actively collaborated with fellow students on initiatives to advance the development of student body organizations.

Sterling Farms Golf Course

Stamford, CT

Executive Assistant

May 2023 - August 2023

- Maintained course operations, managing facility upkeep by running the starters box and driving range to heighten customer experience and provide them with excellent service.
- Recorded \$10,000-\$25,000 of sales daily into the company's Excel sheets to maintain accurate reporting for the company's accounts.
- Resolved various maintenance issues by working closely with the executive director to ensure seamless operation of the course.