



Divya Acharya

(757) 355-1547 dacharya@gmail.com 861 Ocean View Ave, Norfolk, VA 23502

Public Relations professional offering 6 years of experience serving corporate businesses in multiple cities. Seeking to provide practical application of marketing and business strategies to a local agency.

Experience

PUBLIC RELATIONS SPECIALIST, FINE DINING RESTAURANTS USA, RALEIGH, NC – 2015-PRESENT

Integrated strategic marketing techniques to improve social media presence
Networked with over 45 charities to establish positive public appeal
Scheduled live interviews with local news stations to report university growth

MARKETING CONSULTANT, BIG IDEA CONSULTING, NEW YORK, NY – 2009-2011

Maintained records for over 40 different marketing clients
Established media coverage through our online social media portal
Managed a team of 5 staff members in collaborative marketing efforts

ADMINISTRATIVE ASSISTANT, VOYAGER PUBLISHING CO., NEW YORK, NY – 2006-2008

Organized important legal files to improve efficiency
Produced weekly news updates for company staff members
Digitized client contact information into a user friendly computer software

HIRING MANAGER, TOMS BISTRO, RALEIGH, NC – 1998-2006

Conducted application review, interview process, and on-boarding for over 50 staff members
Established professional development classes to improve employee turnover rate
Created weekly schedules for kitchen, front end, and bar staff.

Education

Bachelors of Art: Marketing– North Carolina State University, NC 2006

Bachelors of Art: Communications– North Carolina State University, NC 2006

Certificate of Business Management – United Business Council, NC 2007

Skills

- Bilingual (English/Hindi)
- Auditing
- Public Relations
- Business Networking
- Social Media Marketing
- Data Analysis
- Graphic Design
- Blog Management
- Live TV Interviews
- Radio Announcements
- Microsoft Publisher
- Website Design

