

# VICTORIA VESCE

vdvesce@charlestonlaw.edu

## SUMMARY

Forward-thinking with tactical approach to implementing, measuring and optimizing marketing initiatives. Critical and strategic thinker successful at aligning marketing strategy with changing demands. Demonstrated success in spearheading collateral development, content creation and brand awareness. Detail-oriented and methodical in preparing case files, investigating issues and producing legal paperwork. Background includes organizing exhibits and filing pleadings for Criminal cases. Known for meticulous work.

## SKILLS

- Communication skills
- Customer relations
- Social media management
- Brief preparation
- Confidential document control
- Office administration
- Law firm administration
- Legal writing
- Project management
- File review
- Case management
- Deposition and trial assistance
- Real estate and tax expertise
- Motions drafting and filing
- Superb legal research skills
- Multitasking skills
- Expertise in legal proceedings
- Strong research skills
- Legal research
- Troubleshooting complex problems
- Organizational skills
- Event calendar management
- Guest relations
- Special events planning
- Business growth
- Managing events start to finish
- Social media marketing

## EXPERIENCE

12/2020 to Current

### Events and Social Media Marketing

**Charleston Hospitality Group** — Charleston, SC

- Facilitated growth and increased brand awareness by working with sales team to build and maintain numerous key business relationships. Produced marketing graphics that were attractive and high-quality by applying skills in InDesign. Developed and implemented dynamic social media marketing campaigns. Directed event production in collaboration with sponsors, hosts and internal teams.

12/2015 to Current

### Executive Assistant

**Log Cabin Homes** — Charleston, NC

- Served as Executive Assistant to President and Vice President providing high-level support on broad range of business initiatives.
- Represented executives in conferences, in person and via e-conferences.
- Updated and implemented administrative and executive support policy changes and monitored effects.
- Executed special objectives and projects in response to executive team and board member requests.

08/2020 to Current

### Realtor

**Dash Realty** — Raleigh, NC

- Facilitated closing processes between lender, mortgage companies, buyers and sellers.
- Scheduled home viewings with potential buyers.
- Prepared documents such as representation contracts, purchase agreements, closing statements, leases and deeds.
- Advised clients on market conditions, prices and legal requirements.

04/2020 to 09/2020

### Spring/Summer Associate

**Evan Guthrie Law Firm** — Charleston, SC

- Assisted attorneys with pro bono projects from start to finish.
- Conducted client meetings to discuss and gather key information necessary for upcoming depositions and arbitrations.
- Researched information for upcoming cases for the lawyers at the firm.

01/2019 to 03/2020

### Product Specialist

**Alfa Romeo/Maserati** — Detroit, MI

- Demonstrated Alfa Romeo and Maserati's functionality accurately and completely.
- Learned about product's technical specifications and accurately explained specifications to customers and work team.
- Collected customers' contact information for follow-up purposes.

05/2017 to Current

### Brand Ambassador

**Monster Energy Company** — Corona, CA

- Created positive and rewarding client experiences through warm and friendly customer interactions.
- Maintained consistent visual merchandising standards to highlight product features, attract customers and boost sales.
- Improved customer satisfaction by finding creative solutions to problems.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Traveled with the Company to Various Expos and Events

08/2018 to 01/2019

### Law Clerk

**David Aylor Law Offices** — Charleston, SC

- Researched legal authority and black letter law to compare case facts patterns to precedential cases and determine probable outcomes.
- Used company templates to prepare subpoenas and correspondence for clients.
- Drafted legal correspondence such as pleadings, motions and dismissals for closed cases.
- Aided by researching cases, preparing briefs, collecting data and interpreting legal information.
- Assisted legal staff with collation and organization of case documentation and administrative tasks.

01/2015 to 12/2015

### Intern Host

**ESPN Upstate** — Greenville, CA

- Maintained current knowledge of Sports trends. Produced and edited daily news and entertainment reports. Asked questions and discovered facts during interviews. Collaborated with media executives to create interesting story lines. Shaped narrative on key issues through effective storytelling and knowledge of public opinion.

## EDUCATION AND TRAINING

Expected in 08/2021

J.D.

**Charleston School Of Law** — Charleston, SC

**Bachelor of Arts: Digital Communications And Media**

**North Carolina State University** — Raleigh, NC

**Certification: Women in Leadership, Human Resources**

**Cornell University** — Ithaca, NY

**Real Estate**

**HPW Real Estate School** — Raleigh

## ACCOMPLISHMENTS

- Fashion Law Association, Co-Founder at Charleston School of Law
- Miss North Carolina United States 2016, 2nd Runner Up Miss United States
- Member, NC State Alumni Association
- Boys and Girls Club, Big Sister
- Ronald McDonald House, Young Professional Volunteer
- Brain Tumor Survivor