Addison Turnauer

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University of South Carolina Columbia | Columbia, SC

EDUCATION

University of South Carolina, *Darla Moore School of Business* Columbia, SC

- *B.S.B.A.; Majors*: Marketing, Management - Human Resources; Pre-Law Expected December 2026
  Data Analytics & Visualization Certificate *Cumulative GPA:* 3.6

PROFESSIONAL EXPERIENCE

Bernstein & Bernstein, LLC, *Legal Assistant Intern,* Columbia, SC August 2025-Present

- Conduct legal research and assist attorneys with the preparation, review, and revision of contracts and legal documents, including settlement agreements and releases, ensuring accuracy and attention to detail.
- Coordinate communication between clients and attorneys, maintain confidential case files, and manage time-sensitive information and document deliveries.

Masters, *Entrance Queue Operations*, Augusta, GA April 2024, 2025, 2026

- Supported South Village Golf Shop operations by monitoring real-time store and line capacity, controlling patron entry, and adjusting queue status based on occupancy to maintain a comfortable patron experience.
- Engaged with patrons throughout the line, providing tournament information, answering questions, and guiding guests through the South Village entrance process to create a welcoming and efficient experience.

DICK's Sporting Goods, *Customer Service Specialist,* Glen Allen, VA July 2021-January 2026

- Served as a primary point of contact for customer questions and concerns, resolving issues efficiently, while collaborating with team members to maintain merchandise and displays across the store.
- Assisted athletes and families in the team sports department by answering product questions and helping customers identify equipment and merchandise that best fit their needs.

Columbia Fireflies, *Fan Engagement and Promotions Intern,* Columbia, SC March-September 2025

- Supported the planning and execution of theme nights and in-game promotions, incorporating sponsorship requirements into promotional content and ensuring contractual obligations were fulfilled.
- Assisted in developing game-day scripts, coordinating across multiple departments to incorporate necessary messaging and promotions while aligning timing with stadium operations.

UofSC CIEL, *Social and Digital Media Intern,* Columbia, SC August 2024-April 2025

- Managed digital communications across Instagram, Facebook, LinkedIn, and a monthly newsletter reaching more than 2,000 subscribers to promote experiential learning opportunities.
- Developed outreach strategies and marketing campaigns to increase student engagement with CIEL programming, focusing on expanding participation among minority student populations.

LEADERSHIP EXPERIENCE

Order of Omega, *President (2026), Public Relations (2025),* Columbia, SC

- Lead a 160-member organization and executive board, overseeing chapter operations, membership selection, and programming while coordinating initiatives across four Greek councils.

College Panhellenic Association, *Director of Marketing (2025), Percent Chair (2024),* Columbia, SC

- Managed communications for an 18,000-follower platform and drove an 86% increase in sponsorships by developing marketing campaigns, pitching prospective partners, and coordinating sponsorship deliverables.

Highland Springs Little League Donation Drive, *Founder,* Richmond, VA February 2020-April 2024

- Founded and led an annual equipment drive benefiting Highland Springs Little League, collecting more than $20,000 in baseball and softball equipment to provide hundreds of children the opportunity to play at no cost to their families.

SKILLS

Technical: Microsoft Office Suite | Google Workspace | Adobe Illustrator | Asana | R
Professional: Project Management | Data Analysis | Customer Service | Community Engagement | Leadership