BETHEL UNIVERSITY

Career Development and Calling

First & Last Name

Temporary Address until May 24:
3900 Bethel Drive
St. Paul, Minnesota 55112
651-638-0000
student@bethel.edu

Permanent Address after May 24:
1340 ABC Drive
St. Paul, Minnesota 54360
651-000-0000

OBJECTIVE

To obtain the position of Public Relations Assistant with E-Vents Corporation

EDUCATION

Bachelor of Arts in Philosophy, BETHEL UNIVERSITY, ST. PAUL, MN **Graduation: May 2014**
Minors in Communication Studies and Psychology

RELATED COURSES:

Media Communication	Advanced Public Speaking
Group Communication	Organizational Communication
Ethics: Theory & Practice	Social & Political Philosophy

SUMMARY OF QUALIFICATIONS

- Implemented and organized 20 events serving 1000+ constituents
- Created a marketing campaign to advertise events which included weekly event and advertising displays
- Effectively dealt with stressful situations while working with a diverse staff of peers
- Worked collaboratively with supervisors and team members in four different roles

RELATED EXPERIENCE

Director of Clubs, BETHEL STUDENT ASSOCIATION, ST. PAUL, MN **Fall 2021 - Present**

- Assist the Student Body Vice President to coordinate and conduct informational semi-annual meetings with campus club leaders and advisors
- Connect with internal and external constituents to promote the goals of the organization
- Maintain and manage database contact system for club leadership and advisors
- Ensure that the "Clubs and Organizations" website is maintained with up-to-date Information in order to effectively communicate with students
- Create and produce weekly display posters to advertise for campus club events

WORK EXPERIENCE

Teaching Assistant, PHILOSOPHY DEPT, BETHEL UNIVERSITY, ST. PAUL, MN **Fall 2011 - Spring 2012**

- Created an organizational system to effectively manage departmental class lectures
- Graded, cataloged, and sorted student assignments while providing constructive feedback
- Planned class discussion questions and facilitated some class discussion

Office Assistant, BOOKS A' LOT, FRIDLEY, MN **Fall 2010 - Fall 2011**

- Answered phone inquires and directed customer questions to appropriate departments
- Arranged and organized client appreciation events, including creating the promotional materials and scheduling vendor operations
- Maintained client information database and provided organized and thorough weekly updates to director