

# Student

3900 Bethel Drive • St. Paul, Minnesota • 55112 • 651-638-0000 • [student@bethel.edu](mailto:student@bethel.edu)



## OBJECTIVE

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To obtain a human service position that will utilize my education and experience.

## EDUCATION

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**Bachelor of Arts in Sociocultural Studies** May 2010  
Bethel University, St. Paul, MN Cumulative GPA: 3.56

## RELATED EXPERIENCE

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**Intern** February to May 2010  
*Neighborhood Residence* St. Paul, MN

- ◆ Mentored and modeled behavior through play with preschool-age children
- ◆ Led a small group of English language learners
- ◆ Engaged in community life by participating in “Food for Friends” meal program
- ◆ Observed and conducted client intakes
- ◆ Organized a campus/community-wide food drive; recruited volunteers, set goals, made contacts, and led a team

**Resident Assistant** September 2008 to May 2009  
*Bethel University* St. Paul, MN

- ◆ Provided counseling, mediation, and friendship for 30 freshman and 10 sophomore women
- ◆ Coordinated large group (250 people) and small group (30) educational activities and social events
- ◆ Developed time management, prioritization, and team-building skills
- ◆ Assessed spiritual, social, educational and physical needs of residents; encouraged, confronted, redirected

**Program Coordinator** September 2007 to May 2008  
*ACR Homes* St. Paul, MN

- ◆ Assisted developmentally disabled residents in decision-making, appropriate behavior, and daily life skills
- ◆ Exercised client agenda when choosing and planning activities
- ◆ Developed strong skills in anger management, conflict resolution, and attention diversion

**Volunteer Youth Leader** 2006 – 2007  
*Hope Church* St. Paul, MN

- ◆ Facilitated group discussion and mentored a group of 6 junior high students
- ◆ Prepared and taught Sunday School lessons to 20 junior high students weekly
- ◆ Built open relationships with students through weekly meetings, events, and retreats

## WORK EXPERIENCE

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**Hostess/Server** June 2007 to June 2008  
*Perkins Restaurant* Anoka, MN

**Personal Care Attendant** Summer 2007  
*Allied Health Services* Anoka, MN

**Dining Center Employee** September 2006 to May 2007  
*Bethel University* St. Paul, MN

## CROSS CULTURAL EXPERIENCE

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**Youth Advisor** June 2008 to August 2008  
*Teen Ministries* Cape Coast, Ghana

- ◆ Led and directed two small groups of teenage students
- ◆ Interacted with nationals through drama and conversation
- ◆ Promoted Team unity and optimistic spirit in challenging living conditions and circumstances
- ◆ Gained cross-cultural sensitivity through the experience of living in a different culture

# STUDENT



## *Temporary Address until May 24:*

3900 Bethel Drive  
St. Paul, Minnesota 55112  
651-638-0000  
[student@bethel.edu](mailto:student@bethel.edu)

## *Permanent Address after May 24:*

1340 Axel Drive  
St. Paul, Minnesota 54360  
651-435-6708

## **OBJECTIVE**

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

## **EDUCATION**

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

**Graduation: May 2010**  
GPA: 3.2

### *RELATED COURSES:*

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

## **SUMMARY OF QUALIFICATIONS**

- Oversaw and organized numerous student events with campus student association office
- Created and produced a number of event publications and weekly advertising displays
- Able to work effectively in stressful and adverse situations, dealing with diverse populations
- Experience working as a productive and efficient team member

## **RELATED EXPERIENCE**

**Director of Clubs**, BETHEL STUDENT ASSOCIATION, ST. PAUL, MN **Fall 2009 - 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**

**Office Assistant**, BOOKS A' LOT, FRIDLEY, MN **Fall 2007 - Fall 2009**

- 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 weekly updates to director

**Teaching Assistant**, PHILOSOPHY DEPT, BETHEL UNIVERSITY, ST. PAUL, MN **Fall 2008 - Spring 2009**

- Created organizational system to effectively manage departmental class lectures
- Graded, organized, and sorted student assignments and provided constructive feedback
- Planned class discussion questions and facilitated some class discussion

# Student

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## OBJECTIVE

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To obtain an entry-level marketing position with ABC Company, utilizing strong leadership skills

## EDUCATION

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### Bachelor of Arts in Business, Emphasis in Marketing

Bethel University  
Minor in Psychology  
GPA: 3.75

**Expected Completion: May 2010**

St. Paul, MN

## SKILLS

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- Extensive leadership experience resulting in stronger team and individual performance
- Strong written, oral, and interpersonal communication skills
- Highly effective critical thinker and team member
- Expert knowledge of Microsoft Word, Excel, Access, and PowerPoint

## INTERNSHIP EXPERIENCE

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### Marketing Intern

Greater Twin Cities Charity Events, LLC

**September 2009 - Present**

Minneapolis, MN

- Gather information, prepare documentation, and research local fund raising events and companies to use for preparing the quarterly newsletter
- Assist in the research of marketing trends, including increasing the volunteer participants
- Organize volunteer data information and contact prospective volunteer applicants, resulting in an increase of total volunteers by 15%
- Contact volunteer coordinators of Fortune 500 companies and discuss ways to fulfill marketing needs for charity events
- Identify and develop volunteer retention strategies by conducting research analysis of the various Twin Cities volunteer programs

### Sales Intern

Beth E.L. Products, Inc.

**Spring 2009**

St. Paul, MN

- Co-led a team that facilitated product price adjustments to increase revenue by 10% and decrease expense costs by 5%
- Collaborated as a team member in marketing development and implementation of new products
- Researched marketing trends in social media, such as Facebook and Twitter
- Implemented a new accounting system to facilitate in-depth up-to-date reporting
- Worked with a team on two \$20,000+ projects in order to purchase, prepare, and more efficiently manage sales products

## RELATED EXPERIENCE

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### Lead Sales Associate

Hallmark

**Summer 2008 - 2009**

Maplewood, MN

- Consistently met daily sales goals by providing exceptional customer service
- Replenished and maintained product inventory for store manager
- Developed an effective and efficient back-room storage arrangement for seasonal products

### Server

Perkins Restaurant & Bakery

**January 2006 - May 2008**

Fridley, MN

- Provided timely food and beverage service to customers; maintained store cleanliness
- Recognized as December 2007 "Employee of the Month"

## CAMPUS & COMMUNITY INVOLVEMENT

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**Member**, Bethel Business and Economics Association

**2006 - Present**

**Captain**, Bethel University Soccer Team

**2008- 2009**

**Volunteer**, Habitat for Humanity, Minneapolis, MN

**Summer 2008**