

Student

3900 Bethel Drive ● St. Paul, Minnesota ● 55112 ● 651-638-0000 ● student@bethel.edu

OBJECTIVE

To obtain a position in local government agency which will utilize my education and experience.

EDUCATION

Bachelor of Arts in Communication

BETHEL UNIVERSITY

Minors in Business and Art

GPA: 3.8, Hoover Scholarship recipient

May, 2007

ST. PAUL, MN

SUMMARY OF QUALIFICATIONS

- Worked for one full year in as a legislative intern managing highly confidential and sensitive materials
- Created and produced a number of publications and two television advertising campaigns
- Trained and supervised students
- Through experience in the legislative office and overseas service project developed the ability to work effectively in stressful and adverse situations, dealing with diverse populations
- Experience working as a productive team member

EMPLOYMENT

Legislative Intern

REPRESENTATIVE'S OFFICE

2006-2007

ST. PAUL, MN

- Served as a liaison to legislative and State office staff
- Coordinated media events and activities for the office
- Worked closely with the Public Relations staff to publicize events
- Researched and placed two television advertising campaigns

Teaching Assistant

COMMUNICATION DEPARTMENT, BETHEL UNIVERSITY

2005-2006

ST. PAUL, MN

- Created organizational system to effectively review and store projects
- Trained, assisted, and supervised students in television labs
- Performed routine maintenance tasks for television equipment in studio

Service Project Volunteer

SEND INTERNATIONAL

Summer, 2001

ECUADOR

- Worked as a team to rebuild three homes
- Developed effective working relationships with diverse populations

Secretary

BUSINESS ELEMENTS

Spring, 2000

ROSEVILLE, MN

- Assisted manager in processing customer orders
- Dealt with a diverse client base, processing orders and ensuring proper shipping
- Gained confidence and flexibility working in stressful situations

ACTIVITIES AND INTERESTS

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- Chairperson & Member – Campus Coordinators Fall 2005 – present
 - Member – Association of Legislative Interns Fall 2005 – present
 - Co-captain – Intramural Volleyball Fall 2003– 2004
 - Participant in Habitat for Humanity Service Project Spring 2004