



## First & Last Name

### *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 2015**  
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 2014 - 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 2012 - Fall 2014**

- 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 2013 - Spring 2014**

- 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