



## 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 ABC Drive  
St. Paul, Minnesota 54360  
651-000-0000

### **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

### **EDUCATION**

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

**Graduation: May 2017**

*RELATED COURSES:*

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

### **RELATED EXPERIENCE**

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

**Fall 2016 - 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 2014 - Spring 2017**

- 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 2013 - Fall 2014**

- Answered phone inquiries 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 updates to director