

Ima Communicator

42134 Linked In Lane, Social Media, WA 98119
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HIGHLIGHTS:

- Event planning and promotions experience in a variety of settings
- Ability to write engaging content for social media channels
- Intermediate Conversational Spanish
- Excellent verbal communication skills, including presentation experience
- Leadership skills developed through involvement in student organizations

EDUCATION:

Bachelor of Arts in Communication, minor in Business Administration

Seattle Pacific University – Seattle, WA Expected June 2013

GPA – 3.52 Major GPA – 3.61

Related Coursework: Public Speaking, Advanced Spanish, Creative Writing, Conflict Management, Interpersonal Communication, Persuasive Campaigns, and Organizational Communication

RELATED EXPERIENCE:

Career Center, Seattle Pacific University, Seattle, WA

Sept. 2011 - present

Peer Career Advisor

- Recognized for maintaining high degree of professionalism during high volume/pressure situations
- Effectively communicate with corporate recruiters
- Deliver presentations in classes and workshops for student groups of 15-40
- Develop marketing materials for marketing career services and programs
- Manage content social media channels such as Linked In and Facebook
- Write blog entries on a variety of career-related topics

Associated Students, Inc. Productions, Seattle, WA

Spring 2011

Spring Concert Coordinator

- Allocate budget of \$5,000
- Coordinate with production company to book artists
- Create publicity plan and public relations strategies
- Facilitate weekly contact meetings with advisor and staff

Spanish and Latino Student Awareness Club (SALSA), Seattle Pacific University, Seattle, WA

Special Programs Chair

Fall – Spring 2010

- Manage budget of over \$3,000
- Plan and coordinate three small scale and one large scale event per quarter

HONORS AND AWARDS:

- Excellence in Student Leadership Award, 2010
- Alfred and Louise Hewitt Journalism Fund, 2009
- Dean's List, 2009 – 2011

COMPUTER SKILLS:

- MS Office, Adobe Illustrator, Photoshop, and InDesign