

Name

Phone

Email

Website Portfolio

Skills

- Usability Testing
- UX Design
- Wire-framing
- Grant & Proposal Writing
- Microsoft Office Suite
- Marketing
- Copy Editing
- PR & HR
- Project Management

Adobe Skills

- Photoshop
- Illustrator
- InDesign
- Premiere
- XD

Education

Michigan Technological University

B.S. Scientific & Technical Communication
Media Production Minor

Houghton, MI
Expected Graduation May 2021

Cumulative GPA: 3.40
Departmental GPA: 3.92

Internship & Work Experience

Technical Communications Intern - Michigan Scientific (Charlevoix, MI)

May 2020 to August 2020

- Facilitated Technical Documentation and Marketing Projects

Social Media & Digital Marketing Intern for Career Services

October 2019 to

- Designed Online Content for Social Media & Websites
- Facilitated Content Strategy

Present

Communications Coordinator for Orientation

December 2018 to

- Created Publications and Marketing Materials for the Entire First-Year Class & Their Friends and Family
- Coordinator for Content Strategy & Social Media
- Photographer
- Oversaw the Leadership of Around 70 Upperclassmen, Who In-Turn Facilitated Orientation Week for 1,400 First-Year Students

October 2019

English Language Coach for the MTMC

Fall 2018 to Present

- Copy-editor
- English Tutor for English as a Second Language Students

Enterprise & Project Work

Aerospace Enterprise

Summer 2019 to

- Graphic Designer, Photographer & Marketer
- Internal Operations Team

Summer 2020

Documentary

Fall 2019

- Facilitated Client Communication, All Interview & Post Interview Editi

Extracurriculars & Leadership

Blue Key National Honors Society - President

Spring 2019 to Present

Habitat for Humanities

Fall 2017 to Present

Life Experience

Keynote Speaker at the Michigan Tech Leading Scholars Competition

Winter 2019

Keynote Speaker at the Michigan Tech University Welcome

Summer 2019

Keynote Speaker at the Michigan Tech Innovation Leaders Award

Spring 2019

Humanitarian & Choir Trip to South Africa

Summer 2017