

Jim Bob

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Combination
Resume

SUMMARY OF QUALIFICATIONS

- Proven ability to network and build relationships with employers and community members
- Confident in presenting and utilizing public speaking experience and knowledge
- Proficient in clerical skills such as working with Microsoft Office, using modern office equipment, and displaying proper phone and email etiquette
- Knowledge of social media websites, such as LinkedIn and Facebook, specifically as marketing tools

EDUCATION

Bachelor of Arts in Communication

CSU Channel Islands, Camarillo, CA

May 2019

EMPLOYMENT HISTORY

Career Resource Assistant, CSU Channel Islands, Camarillo, CA

Aug. 2018- May 2019

Marketing and Recruitment

- Contacts and markets on- campus recruitment opportunities for employers to attend and sponsor events
- Assists in marketing on social media portals through finding relevant articles to post and posting upcoming event flyers
- Networks and builds relationships with local employers during various events such as mock interviews and employer panels

Event Planning

- Co-plans large- scale events, such as the Career Fair, through collaboration with colleagues, marketing assistant, and various vendors
- Recruit volunteers and delegate various tasks in order to have continuous organization and work flow the day of each event

Chapter President, Sorority, Camarillo, CA

Aug. 2017- June 2018

Communication

- Planned and facilitated weekly chapter meetings to keep consistent flow of information and organization through all members
- Reported organization's progress and development to Dean of Students through personal meetings and email communication
- Mentored individual members in order to build a sense of community and develop future leaders

COMMUNITY INVOLVEMENT

COMM 101 Student Assistant, CSU Channel Islands, Camarillo, CA

Sept. 2016- May 2018

HONORS, AWARDS, & RECOGNITIONS

- First Place in Persuasive Speaking, 18th Annual Talkin' Dolphins Speech Tournament *April 2018*
- Third Place in Informative Speaking, 18th Annual Talking Dolphins Speech Tournament *April 2018*