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EDUCATION

* Iowa State University, Ames, Iowa
* Junior, working towards Bachelor of
Science Degree: Greenlee School of Journalism and Communication
* Major: Advertising
* Minor: General Business

CORE STRENGTHS

* Works collaboratively
* Builds solid client relationships
* Consultative approach
* Influences skillfully
* Presents & facilitates effectively
* Integrates interests of diverse
stakeholders
* Responds effectively to customers,
clients and colleagues
* Operates with clear set of values and
strong work ethic
* Software: Microsoft Word, Excel, PowerPoint

LEADERSHIP & VOLUNTEERING

**Kevin Staunton for MN State House and Edina City Council**

* Door knocking, office and event support

**Jim Hovland for Edina City Mayor**

* Door knocking, office and event support

**Soccer Camp Manager/Coach**

* Co-developed, planned, marketed and operated soccer camp
* Built website, prospect list and marketing materials
* Managed billing and lesson plans
* Coached total of 20 kids ensuring progress over four-week camp

PROFILE

Advertising student seeking internship, bringing strong work ethic, relationship and problem-solving skills. Highly responsible, bringing
previous work and volunteer experience.

PROFESSIONAL EXPERIENCE

**Account Management Intern**
[StoneArch Creative](https://www.stonearchcreative.com/) | May 2019-August 2019

*StoneArch Creative is a health marketing agency in downtown Minneapolis. Exclusively in the B2B and B2C health space.*

* Member of the account management team supporting client work
* Conducted research for new and current clients resulting in blog posts, influencer contracts and competitive analysis reports
* Led internal engagement activities including events, contests and professional development opportunities
* Increased understanding of the marketing process, agency operations,
client management, audience segmentation, media planning and writing

**Customer Service Agent**

[UPS Store](http://www.ups.com) | June 2015-December 2018

*Independently owned and operated UPS stores in Edina and Minneapolis offering small business solutions including mailing, printing, packaging and design services.*

* Part-time employee during high school and college
* Ensure consumer and business clients mailing and printing needs are met
* Accountable for issues resolution, pricing, packaging, project management and training of new staff
* Responsible for store opening and closing procedures including balancing daily transactions, store cleaning and store security

**Nanny / Summer Childcare**

Farley-Miller-Walinske Family | June 2014-August 2018

*Total of four families needing childcare, sports and academic support, and carpooling services.*

* Responsible for four school-age boys during the summer
* Managed daily schedule, sport practices, entertainment, playdates,
errands, meals and academic plans
* Responsible for summer budget, medications, allergies, etc.

**Very Small Business Owner**

Lawns by Alex | June 2012-June 2016

*Lawn mowing and yard clean up business for area neighbors.*

* Marketed and operated small lawn mowing business including
client recruitment, marketing materials, yard work and billing