



Elise Oliver

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EDUCATION

Bachelor of Arts in Public Relations

GPA: 4.0

The University of Memphis, Memphis, TN: 2018

Helen Hardin Honors College | Dean's List

EXPERIENCE

Communications & Philanthropy Coordinator-

International Paper, Memphis, TN

August 2017 - Present

Write articles and executive letters. Develop communication plans and internal communication standards documents. Design presentations. Assist in community engagement outreach and events.

Communications Assistant-

ALSAC/St. Jude Children's Hospital, Memphis, TN

January 2017 - May 2017

Created executive visibility proposals and pitched to executive leadership. Wrote a 10-article series and pitched to media outlets. Composed media lists using Cision/Vocus, IQ Media and GroupHigh.

Reporter-

The Daily Helmsman, Memphis, TN

September 2016 - January 2017

Reported on all hard news and SGA matters for the university's student newspaper.

Event Operations Coordinator-

ALSAC/St. Jude Children's Hospital, Memphis, TN

September 2016 - December 2016

Coordinated and executed the communications for the Memphis Marathon Exposition and other national fitness fundraisers. Wrote calendar listings and pitched to media outlets.

Engagement Specialist-

ALSAC/St. Jude Children's Hospital, Memphis, TN

May 2016 - September 2016

Communicated with donors to about donations and events. Resolved issues using Salesforce.

ACTIVITIES & LEADERSHIP:

Public Relations Student Society of America

August 2017 - Present

La Mesa Avanzada de Conversación

August 2017 - Present

Tiger Paws: President

August 2015 - May 2017

Streetdog Foundation: Executive Communications

November 2015 - May 2016

Pi Beta Phi: Communications Committee

August 2015 - December 2015

SKILLS & CERTIFICATIONS:

Media:

Hootsuite Platform Certified
Google Analytics
Cision/Vocus PR
IQ Media
GroupHigh Influencer

Design:

Adobe InDesign
Adobe Photoshop

Business:

Salesforce
Microsoft Office

Linguistic:

Spanish

VOLUNTEERISM:

ALIVE Rescue Memphis, 2015-2017

West Memphis Animal Shelter, 2015

JOHNNY C. CASH

johnnycash@email.com | (901) 555-0000

EDUCATION

Bachelor of Arts in English - ESL | The University of Memphis | Memphis, TN | May 2018

SKILLS

- Proficient in Microsoft applications: Office, Word, Excel, PowerPoint
- Languages: Fluent in French, Conversant in Spanish

EXPERIENCE

Tour Guide, The University of Memphis, Recruitment and Orientation, Memphis, TN
May 2017 – Present

- Provide information and campus resources for prospective students.
- Conduct walking tours of the University's campus.

Success Coach, Peer Power Foundation, Memphis, TN

August 2016 – May 2017

- Served as coach and mentor for students in the classroom.
- Provided tutoring for students studying English in one-on-one small groups or settings.

Resident Advisor, The University of Memphis, Residence Life, Memphis, TN

August 2015 – May 2016

- Encouraged students to build community relationships for networking purposes.
- Created and facilitated educational programming for freshman and sophomore students.

LEADERSHIP & COMMUNITY INVOLVEMENT

President, Phi Delta Theta Fraternity, 2017

Tiger Elite Ambassador, The University of Memphis, 2016

Facilitator, Tiger Leadership Institute, 2015-2016

HONORS & AWARDS

Mr. University of Memphis, 2018

Student Leader of the Year, 2016-2017

The Daniel D. Armitage Award of Social Programming, 2016 Recipient, Phi Kappa Phi Honor Society
Scholarship, 2015

Helen Hardin Honors Program, 2015

Taylor Osbourne

tosbourne2@email.com | (555) 555-5555

EDUCATION

The University of Memphis – Memphis, TN

Bachelor of Arts: Foreign Language & Literature - Spanish

Minors: English & International Studies

University Honors & Summa Cum Laude Distinction

2017

SKILLS

Computer: Proficient in Microsoft Office, Word, Excel and PowerPoint

Languages: Fluent in Spanish

EXPERIENCE

Spanish Teacher

August 2017 – Present

Holy Rosary Catholic School – Memphis, TN

- Educate over 160 Kindergarten through 8th grade students on Spanish linguistics and culture.
- Create lesson plans to build skills in reading, listening and writing comprehension, public speaking, cultural awareness, creativity, critical thinking and collaboration.
- Conduct 8 hours of after-school Spanish tutoring to reinforce in-class instruction.
- Interpret English & Spanish dialogue during parent-teacher conferences & email correspondences.
- Coordinate the school's Academic Team, which consists of twelve 7th and 8th grade students, by leading 10 weekly practices in preparation for the annual competition.
- Attend bi-weekly faculty and department meetings to provide updates and plan for the academic year.
- Participate in 5 hours of professional development to improve teaching pedagogy, behavioral strategies and religious incorporation.

Supplemental Instructor

January – May 2015

Educational Support Program – The University of Memphis, Memphis, TN

- Assisted 70+ General Chemistry I students, totaling 56 hours, by explaining lectures during class and leading group sessions outside of class.
- Attended weekly meetings with the coordinator and other supplemental instructors to report on progress.

Tutor

February 2014 – May 2016

Educational Support Program – The University of Memphis, Memphis, TN

- Provided 240 hours of one-on-one tutoring to students on main campus and Collierville campus in Spanish, English, Chemistry, Biology and Mathematics.
- Advised students of study skills to facilitate independent learning.
- Promoted the Educational Support Program's free tutoring to high school juniors, seniors, and their parents during Campus Day.

COMMUNITY INVOLVEMENT

Volunteer

June 2015 – Present

Su Casa Family Ministries – Memphis, TN

- Serve as an instructor in a 3-hour English as a Second Language course composed of 10-15 heritage Spanish-speakers.
- Lead summer camp initiative consisting of first graders.
- Plan donation drives for snacks and school supplies through the Spanish Club.

President

January 2015 – December 2016

The Spanish Club – The University of Memphis, Memphis, TN

- Led the Vice President, Director of Marketing, Directors of On-Campus Activities (2), and the Directors of Off-Campus Activities (2).
- Planned foreign film screenings, cultural nights to spotlight Spanish-speaking countries, discussion days, game nights, and volunteer opportunities with local organizations.
- Distributed weekly emails to inform over 100 students about events on campus and in the community.
- Managed \$400 of registered student organization funds each semester.

Michelle T. Hunter
Mhunter@email.com | (555) 555-5555

EDUCATION

Marquette University, Milwaukee, WI
Bachelor of Arts Degree in History and Political Science, 2019

EXPERIENCE

Intern, The Office of U.S. Congressman Tom Barret, Washington, D.C.
Fall 2018

- Aided legislative staff with office operations and logistical needs
- Prepared media articles and assisted in the development of the district newsletter
- Researched, wrote, and assisted with the management of constituent mail

Political and Special Projects Editor, The Marquette Tribune, Milwaukee, WI
May 2016 – June 2017

- Assisted staff with state and national elections
- Attended informational meetings regarding legislative developments

Student Manager, Marquette Card Services, Milwaukee, WI
August 2014 – May 2016

- Hired, scheduled, trained and evaluated performance of student staff

SKILLS

Quorum, Quick Response, Legislative Information System, MS Office
Fluent in written and spoken German

HONORS/ACTIVITIES

- National Jesuit Honor Society, 2019
- Volunteer, Milwaukee Public Museum, 2019
- Team Leader, MU Community Service projects, 2018
- Phi Alpha Theta (History Honor Society), Officer, 2017
- MU Student Government Elections Commission, 2016
- Volunteer, Lisbon Area Neighborhood Development, 2015

JAMIE CASTRO

jamiecastro@email.com ♦ 555-596-5512

Education

The University of Memphis; Memphis, TN 2018
Bachelor of Arts in Communication GPA: 3.85

Skills

Proficient in Microsoft Office, Word, PowerPoint, Excel

Experience

- January 2018 - Present **Special Event Coordinator**, Gold Strike Casino Resort - Tunica, MS
- Assist with the coordination and execution of all events and promotions
 - Collaborate with marketing team to prepare a final cost analysis on all events
 - Monitor progress of event timelines
- May 2017 - August 2017 **Public Events Coordinator Intern**, Zoo Atlanta - Atlanta, GA
- Drafted requests for proposals to be sent to vendors
 - Designed graphics, flyers, and signage for events
 - Assisted with events ranging in size from 150 to 15,000 guests
- May 2016 - April 2017 **Annual Giving Intern**, The University of Memphis - Memphis, TN
- Developed a social media plan for all platforms
 - Facilitated a week of fundraising events raising over \$1,000
 - Maintained and updated social media accounts
- March 2015 - April 2016 **Development Intern**, Ronald McDonald House - Memphis, TN
- Operated client and prospect database system Raiser's Edge
 - Managed Pop Tab Palooza fundraising event of 200 participants
 - Assisted Red Shoe Gala silent auction raising over \$175,000

Activities

- Student Government Association, Senator, 2017-Present
- Tiger Elite, Member, 2016- Present
- National Society of Leadership & Success, 2015- Present

Honors/Awards

- Phi Kappa Phi Honor Society, 2018- Present
- Alpha Lambda Delta Honors society, 2015- Present

Jessie Thomas

(555) 555-5555 | jessiethomas@email.com | T: @_jesstomas | I:
@_jesstomas jessiethomas.website.com

EDUCATION

Bachelor of Arts in Journalism

2018

Emphasis: Broadcasting

The University of Memphis, Memphis, TN

EXPERIENCE

News Intern | WMC Action News 5, Memphis, TN

September 2017 - present

- Assist reporters and anchors
- Report, edit and produce video and audio content

Media Ministry Volunteer | Mississippi Boulevard Christian Church, Memphis, TN

June 2016 – July 2017

- Collaborated with media directors on filming and production

Daily Helmsman Reporter | The University of Memphis, Memphis, TN

May 2015 – June 2016

- Covered general assignment stories for the University of Memphis independent newspaper

Anchor | The University of Memphis Tiger News, Memphis, TN

September 2013 – April 2015

- Delivered news and stories gathered by various reporters in field

COMMUNITY INVOLVEMENT

President | The University of Memphis National Association of Black Journalists

August 2014 - present

Frosh Camp Counselor | The University of Memphis, Memphis, TN

January 2016- January 2017

Morale Captain | The University of Memphis Chapter of Up 'til Dawn, Memphis, TN

September 2015 - March 2016

HONORS AND AWARDS

Elizabeth & Harold Robinson

Scholarship | April 2017

Chandra F. Pleasant Scholarship | April 2016

SKILLS

Microsoft Office, Adobe Creative Suite,

CERTIFICATIONS

Certified Drone Operator

Kyle Evers

kevers@email.com | eversblog.wordpress.com | 555-555-5555

EDUCATION

The University of Memphis, Memphis, TN
Bachelor of Arts in Public Relations
Expected graduation: December 2021

EXPERIENCE

Marketing Intern, Rhonnie Brewer, August 2017 - present

- Develop strategy and tactics for Shelby County District 9 School Board candidate
- Create email newsletters, update website, and manage social media posts
- Assist with fundraising efforts

Account Lead, Meeman 901 Strategies, August 2016 - December 2017

- Managed the Santa Cause Project, developed materials for fundraising events to provide toys for underprivileged children in Memphis
- Created strategic plans for new clients
- Assisted with the restructuring of branding for Allinwon

ACTIVITIES AND INVOLVEMENT

- **President**, Public Relations Student Society of America, The University of Memphis, Memphis, TN, April 2017-present
- **Vice-President**, National Association of Black Journalists, The University of Memphis, Memphis, TN, August 2017-present

AWARDS

- Tennessee HOPE scholarship, 2015-present
- Dean's List, 2015-present
- Recipient, Public Relations Textbook Award, 2016, 2017
- Recipient, Ida B. Wells Award for Outstanding Leadership, 2016

SKILLS

- Microsoft Office
- Adobe Creative Cloud
- Hootsuite certified
- Google Analytics certified
- Audacity audio-editing software

Molly M. Mickens

Memphis, TN | (555) 555-5555 | molly@email.edu

EDUCATION

Bachelor of Arts in Advertising; 2018
The University of Memphis, Memphis, TN

SKILLS

Proficient in Microsoft Office, Word, PowerPoint and Excel

EXPERIENCE

Event Coordinator, May 2016 – present
The University of Memphis, Memphis, TN

- Strategize promotion efforts for events and organization brand.
- Create graphic material for digital and print usage and post content for multiple social media platforms.

Content Marketing Intern, May 2017 – September 2017
ServiceMaster Corporate Office, Memphis, TN

- Built relationships with universities and colleges.
- Drafted and edited corporate blog content and increased blog activity with backlink strategies.

Communications Intern, August 2016 – December 2016
St. Luke's United Methodist Church, Memphis, TN

- Audited and updated website for design changes and content corrections.
- Created graphic material for print and digital sign usage.
- Posted content on multiple social media platforms.

Marketing Intern, May 2016 – August 2016
Fogelman Management Group, Memphis, TN

- Audited and updated website for functionality & content corrections.
- Identified keywords for SEO purposes for 70+ property websites.
- Analyzed online reputation content & management.

ACTIVITIES AND INVOLVEMENT

- **Member**, Memphis Student Advertising Federation, 2017-present
- **Member**, Student Ambassador Board, The University of Memphis, 2017
- Alpha Delta Sigma, Advertising Honors Society, 2017
- Phi Beta Sigma Fraternity Inc., 2016-17