

## PROFILE

Business Management Major. An efficient and highly-motivated person with proven skills in leadership, teamwork, and planning.

## EDUCATION

Abilene Christian University, Abilene, TX  
Bachelor of Business Administration in Management

December 2006  
3.5 G.P.A.

## EXPERIENCE

### Public Relations, Volunteer In Service To America (VISTA)

January 2007 - Present

Big Brothers Big Sisters of West Central Texas

- Recruited over 1,300 volunteers, and explored new locations to recruit in.
- Arranged over 35 media interviews, which helped recruit volunteers and make 638 new matches in 2007.
- Designed, maintained, and explored a new CRM system for the agency making donor contacts more efficient and professional.
- Verified references, input information, and assessed over 50 volunteers, as well as created various reports regarding organization's volunteers.

### Camp Travis Leadership/Management Team

Summers of 2005, 2006

Spicewood, TX

- Managed 5 counselors by setting goals for counselors, helping them meet their goals, and ensuring they also fulfilled their additional responsibilities.
- Maintained waterfront that included over 20 boats and 2 separate docks while also supervising 60 children, ensuring the safety of all Camp Travis persons and protecting Camp from potential safety hazards and incidents.
- Set-up, operated, and stored equipment for nightly meetings of over 220 people, including running sound, power-point presentations, and videos.

### Camp Travis Counselor

Summers of 2003, 2004

Spicewood, TX

- Supervised 10 teenagers at a time for 10 straight weeks and took responsibility for each camper's well-being 24 hours a day.
- Operated as a team with the other counselors and learned how to adjust and have a flexible schedule and a positive attitude during difficult times.
- Facilitated several different activities including a high-ropes course, field sports, skiing, wake-boarding, sailing, indoor-sports, mountain biking, and a challenge course.

## SKILLS

**Leadership:** Elected and served as President of men's social club for the 2005-2006 school year. Elected and served as Secretary of men's social club for the 2004-2005 school year. Selected by Camp Director for Camp Travis leadership team (a position coveted by many at camp), served as team captain for many Intramural games, and led several group projects while in school.

**Teamwork:** Worked in all areas of the office as a VISTA at Big Brothers Big Sisters. Worked successfully with a 10 man team with diverse ideas and backgrounds as an officer in a social club for 2 years. Guided and directed a group of over 50 men, collaborated with a team of 20 in guiding, directing, and assisting over 200 people at Camp Travis.

**Planning:** Planned over 30 events and saw plans through to completion, including formal events, public relations/media events, fundraisers, and an appreciation dinner.

**Computer Proficiencies:** Skilled in all Microsoft Office products including, Word, Excel, Power-point, Excel and Publisher. Also skilled with many Macintosh programs including Pages, Keynotes, iMovie, iDVD, and iPhoto.