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**Objective** To seek a position in an organization where I am able to perform duties using all my skills, knowledge and honesty to take the organization to a higher level.

**Experience** 2012-Current South Suburban Parks and Recreation Lone Tree, CO  
**Manager on Duty**

- Coordinate Aquatics and Dodge Ball Parties as well as Facility Rentals.
- Prepare for publication a variety of brochures, calendars, letters, posters, news releases, flyers, website and related communications regarding recreation programs.
- Manage schedules, and maintain related records and statistics for programs and personnel.
- Respond to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Communicate official plans, policies, and procedures to staff and the general public.

2011-2012 Capitol Hills United Neighborhoods Denver, CO  
**Entertainment Intern**

- Hosted auditions for local bands at the UMX (Ultimate Music Experience) for the People's Fair 2012.
- Supervised and planned all aspects of events and activities to attract customers.
- Assisted Marketing Team with Media Planning and Campaign Execution.
- Coordinated maintenance and vendor services while complying with guidelines.
- Gained knowledge of program management, including site selection/contract negotiations, website building, proposal planning, social networking (Facebook, Twitter), creations of flyers and pamphlets and registration/database management.
- Established budgets, supervised volunteers, logistics oversight and requested sponsorship's as well as promotions.
- Developed skills in bookkeeping.

2011-2011 C. Sheilys Promotions Colorado Springs, CO  
**Events Coordinator**

- Developed, coordinated and marketed events such as DVD release parties, Music Festivals, Motor Depots and Fashion Shows.

**Education/Achievements** 2007-2011 University of Colorado Colorado Springs, CO B.A., Communication

- Chosen from the 1% of the on-campus population to become a member of the National Residence Halls Honorary Club. Elected President in 2010.
- Resident Assistant: Coordinated and supervised events for residents. Had the privilege to work closely with Public Safety, enforced rules and policies of the campus, reported incidents, provided a safe and secure environment for residents, was a resource for residents and managed the front desk.
- Residence Halls Association Member: My responsibilities included taking and maintaining minutes of meetings, managed volunteers, created flyers and/or brochures, website visibility, planned and budgeted events.
- Orientation Welcome Leader: It was my responsibility to give tours of the campus, process transactions and advised students during registration for the upcoming semester.
- Student Ambassador: I recruited students and volunteered to give tours of the campus to prospective students.
- Created a strategic plan to help spread awareness for the non-profit organization, the Crawford House for Veterans in 2010.

