

Michaela Beyer

White Bear Lake, MN

michaelabeyer6_yzm@indeedemail.com - 651-354-5900

Authorized to work in the US for any employer

WORK EXPERIENCE

Outside Events Coordinator and Bookstore/Development Associate

Christians for Biblical Equality International - Minneapolis, MN - May 2012 to April 2016

The Outside Events Coordinator will develop and implement CBE's annual plan regarding CBE's presence at outside events, and will assist CBE members and staff in hosting effective outreach to events sponsored by other organisations. Coordinates volunteers, appropriate resources and logistics for outside events, sensitive to the specific needs of a given community. Works with Vendors, publishers, and CBE staff to ensure deadlines and all accounting policies are met. The Development and Resources (Bookstore) Associate will provide administrative and editorial support to development, bookstore and publications. Oversees the work of CBE interns and volunteers and may assist in the training of staff, interns, and volunteers. May offer administrative support to other CBE departments, when needed.

Retail Associate

Marshalls - Maplewood, MN - November 2008 to July 2012

Front End Coordinator, responsible for overseeing registers and cashiers, answering phones, monitoring staff break schedule, and answering store phones. Providing administrative assistance to the Operations Manager when needed.

EDUCATION

Reconciliation Studies

Bethel University - Arden Hills, MN

2009 to 2013