

ADMINISTRATIVE CLERK/ PUBLIC RELATIONS MANAGER

Summary

Recent Biola University Communication Studies graduate with experience in HR/ Training and Development, recruitment, billing, event planning, and education. Seeking opportunity to work in a collaborative environment to build professional experience.

Education

Bachelor of Arts : Major Rhetorical/Interpersonal Communication, minor Biblical Studies May 2016 Biola University City , State
Communication classes tackled topics of large-scale interest and delve deep into providing legitimate arguments and proofs. Studies resulted in honing of interpersonal and public communication skills as well being adaptive.Â

Learned to analyze human behavior, asses work culture, develop case studies, research, perform text analysis and more. Averaged 18 unit course loads while being involved in a whole host of extra curricular clubs and events.

Resulting in preparation to enter any workplace.

Experience

Administrative Clerk/ Public Relations Manager 08/2016 to Current Company Name City , State

Manages an average of three hundred active members on a daily basis. Actively engages in...

- Recruitment
- Outreach
- Trainings
- Billing
- Telephone inquiry incoming and outgoing.

Organizes medium scale events. Assists all members and staff in logging sensitive information.Â

Works directly under business owner, coaches and other staff members to develop strong interpersonal relationships with clients.

Youth leader 02/2016 to 03/2017 Company Name City , State

Responsible for teaching an average of fifteen high school children every Sunday. Assisted youth group in leading discussion based learning and inquiry.

- Presented various arguments pertaining to all topics
- Engaged in questions of morality, ethics, and issues today.
- Allowed participants to formulate methods of critical thinking.

Aided youth with life lessons, tools for the future, and room to explore ideas. Overall acted as tutor and aid when needed.

Human Resources & Training and Development Intern 09/2015 to 06/2016 Company Name City , State

Access Services Para-transit organization provides transportation to disabled community. Working directly under Metro Services Access is state and federally funded project which gives a cheap alternative to those who qualify.

- Operated directly under Training and Development Manager as well HR director.Â
- Created several training programs for company internal usage.
- Wrote multiple (RFQ)'s Request for Proposal Forms.
- Outreached for large scale job fair
- Acted as main lead for multiple Human Resources projects such as new hire employee material compilation and distribution.
- Updated over one hundred employee files containing sensitive and confidential information.
- Observed and participated in several executive meetings.Â

Operated within several different departments within Access Services to complete whole hosts of tasks varying from Human Resources to assisting directors.Â

Realtor Assistant 03/2014 to 06/2015 Company Name City , State

â€‹ Keller Williams is real estate team that handles probate, trust, and various aspects of Real Estate.

- Entailed various work hours spanning from Monday to Sunday.
- Transported sensitive information to and from law firms and Realtor Offices.
- Assisted in hosting open houses for possible buyers and real estate agents.
- Cold Called clients and handled telephone inquiry regarding details of estates.
- Regularly updated new client information in computer system.

Worked directly under Mary Almada to complete various tasks within short period of time.

Student Voice 10/2012 to 05/2014 Company Name City , State

Served as a student's recruiter for Biola's Multi-Ethnic Parent Advisory Counsel.

- Worked directly with Provost and several departments heads to better establish recruitment goals and make necessary changes for incoming students.
- Personal outlook provided the counsel on social and cultural environment on campus to better target incoming students.
- Counsel established a effective means of communication between several department.
- Hosted large-scale outreach events such as community breakfasts where incoming student and parents listed to my personal outlook as well as university president, provost, and several top school officials.

Participation in counsel fostered established means of communication between students, departments, and others. Resulted in better retention and

aim of funds and university recruitment.â€‹

Biola Ethnic Advancement Team 09/2012 to 04/2014 Company Name City , State

Responsible for traveling with B.E.A.T. team to recruit from churches, schools, and college fairs.

- Delivered PowerPoint presentations on behalf of Biola University.
- Traveled within the greater Los Angeles region acting as Student Recruiter
- One of several main speakers that gave testimonials of experience at Biola.
- Honed public speaking skills through time and experience.

Â Visited dozens of location and educated personal on positive reasons to attend Biola University.

Apprentice Electrician 06/2012 to 09/2015 Company Name City , State

- As an apprentice electrical worker for Hilight Electric I replaced lights, fixed wiring, and assisted co-workers.
- I was responsible for loading work trucks with accurate amount of supplies to make modifications to our client's locations, which included, but no limited to, Jack in the Box, Denny's, and Pizza hut.
- Although it was hard labor the work required a strong memory, intelligence, and technicality.

Accomplishments

â€‹Millennium Momentum Leadership Developmental Institute Graduate, 2014-2015

Engaged in extracurricular course on leadership, education, and professionalism and it is one committed to increasing the number of students and young professionals in the workplace.

- Participated in all day once a monthÂ seminars where students would receive lectures and interact with city officials, work place professionals, CEO's and many other to enhance our networking skills and professionalism.
- After engaged with organization for short time was hand picked to represent Biola University as a temporary liaison.
- Recruited several other students for the next incoming class.

Actively engaged in training and displayed professional character eventually leading to internship at Access Services.â€‹

Skills

- Educator
- Social Media
- RecruitmentÂ
- Communicator