

# BUCKY BEAVER

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## EDUCATION:

Bemidji State University, Bemidji, Minnesota

May 20XX

**Bachelor of Science Degree**

Major: Business Administration

Emphases: Marketing and Management

## INTERNSHIP EXPERIENCE:

**Store Executive Human Resources Intern**, *Target*, Monticello, Minnesota

June 20XX-August 20XX

- Analyzed data to improve employee retention
- Provided assistance with day-to-day human resources processes
- Interviewed, hired, and trained 30 new employees
- Analyzed a variety of financial reports to incorporate into daily decision making to help grow the specific store
- Ran the store daily using problem solving, decision making, and communication skills

## WORK EXPERIENCE

**University Ambassador**, *Bemidji State University*, Bemidji, Minnesota

May 20XX-Current

- Input student data correctly into various data bases that is utilized university-wide
- Act as the first point of contact for all prospective students and families
- Lead student tours while communicating the university's vision and resources by showcasing the university

**Tutor**, *Bemidji State University*, Bemidji, Minnesota

August 20XX-December 20XX

- Aided students in learning the introductory courses of Psychology and Economics
- Mentored students with various educational backgrounds and motivation levels

**Assistant Residence Hall Director**, *Bemidji State University*, Bemidji, Minnesota

May 20XX-Current

- Train, supervise, evaluate and support 36 residence hall staff members
- Plan, conduct, and market academic events for large groups of students, 2-5 times/month
- Work with a team of staff members to provide a memorable experience for first year residents
- Assign tasks to residence hall staff members, ensure the tasks are carried out within a team of 36
- Organize camps moving in/out of the residence halls

**Residential Assistant**, *Bemidji State University*, Bemidji, Minnesota

May 20XX-May 20XX

- Initiated, developed, and maintained dynamic relationships with 45 residents
- Planned, marketed, and facilitated floor and hall events
- Participated in nightly on-call rotations and responded to emergency situations
- Complete administrative duties and paperwork involved with residents and staff members

## ACTIVITIES & ACCOMPLISHMENTS:

**President and Pioneer**, Bemidji State University American Marketing Association (AMA)

- Oversee all committees, attend/facilitate all meetings and events, helped grow club from 0 to 30 members.  
Served as the primary communicator for all club functions

**Vice President of Programming and Outreach**, Bemidji State University Student Alumni Association (SAA)

- Plan/market/execute Love a Donor Week, execute meetings, attend weekly office hours, run social media sites, assist in the implementation of events during Homecoming Week targeted toward alumni

**Marketing Officer**, Bemidji State University Business Club

- Market all events, attend all meetings, initiate conversations with departments campus-wide to grow the professional strengths of our dedicated members

**Member**, Bemidji State University Homecoming Committee

- Design/facilitate events during Homecoming Week along with 4 other members

**Intramural Volleyball**, Champion Fall 2018 – Participated in Volleyball for 4 semesters

**Teaching Assistant**, Assisted in teaching a First Year Experience course, acted as a mentor to 20 freshmen