**COMMUNICATION SPARTAN**

com.spartan@gmail.com • 517-555-5555

**EDUCATION**

**Michigan State University,** East Lansing, MI Dec 2025

*Bachelor of Arts, Communication*

GPA: 3.7/4.0

**EXPERIENCE**

**Crain Communications,** Detroit, MI May 2023 - Present

*Communications Intern*

* Authored weekly internal communications to be distributed company-wide
* Created content for Twitter, Instagram, LinkedIn and Facebook accounts
* Utilized Google Analytics data to drive social media posting and content creation
* Wrote weekly press release in AP Style and uploaded website

**Delta Pi Sorority,** East Lansing, MI Jan 2022 – Dec 2022

*VP Communications*

* Facilitated communication with over 180 chapter members and national advising team
* Composed and submitted meeting minutes to Executive Offices on a weekly deadline
* Managed account content on 4 social media platforms
* Chaired chapter public relations efforts, writing and editing external communications

**Hour Media,** Troy, MI May 2022 - Aug 2022

*Event Planning Intern*

* Performed market research and analysis to propose new publicity event

Managed day-of event logistics including registration and schedule for 4 networking events

* Coordinated 30 sponsorship opportunities by teaming up with local companies
* Managed silent auction donations and delivery at event hosting 2,000 guests

**HONORS AND ACTIVITIES**

* *Dean’s List* Dec 2022
* **MSU Undergraduate Communication Association** Jan 2022- Present

*Social Media Manager*

* Managed Facebook, Twitter and LinkedIn accounts
* **Haven House** Jan 2022- Present *Volunteer*

**SKILLS**

* Instagram, Twitter, Facebook, LinkedIn
* Microsoft Office
* Google Analytics
* AP Style