**COMMUNICATION SPARTAN**

com.spartan@gmail.com | 517-555-5555

**EDUCATION**

**Michigan State University** | East Lansing, MI Dec 2026

Bachelor of Arts, Communication

GPA: 3.7 | Dean’s List

**EXPERIENCE**

**Crain Communications,** Detroit, MI May 2024 - 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 2023 – Dec 2023

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 2023 - Aug 2023

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

**ACTIVITIES**

**MSU Undergraduate Communication Association,** Social Media ManagerJan 2023 - Present

* Managed Facebook, Twitter and LinkedIn accounts

**Haven House,** VolunteerJan 2023 - Present

**SKILLS**

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