

Priscilla Schmidt

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Permanent (after December 20, 2008)
1106 County Line Road
Evanston, IL 50202

Present (before December 20, 2008)
103 Langdon Street
Madison, WI 53703

Objective: Seeking a position in corporate communications with an interest in promotions

Education

University of Wisconsin-Madison

Bachelor of Arts, December 2008

Double Major: English and History

Relevant Courses

Computational Statistics

Contemporary Economic Issues

Database Management Systems

Technical Writing

International Study Program, Selected Participant

University of Oslo, Norway

June - September 2008

Skills

- Over 30 credits in writing & research intensive coursework
- Technical skills include word processing, spreadsheets, and desktop publishing
- Extensive experience in program planning and management

Management and Event Planning Experience

Assistant to the Director, Memorial Union, University of Wisconsin-Madison, June 2007 - Present

- Coordinate use of center and campus reservation facilities
- Assist student, faculty and community groups in planning programs, conferences and major events
- Develop promotional materials with PageMaker and Photoshop
- Hired, trained and supervise 5 office personnel, using excellent communication skills
- Arrange event set-ups which include food service, parking, and technical resources
- Commended for attention to detail and accuracy

Program Coordinator, Student Union, University of California-Berkeley, Summers 2005, 2006

- Managed grand opening logistics including promotion, marketing and public relations
- Developed and advised eight-member, student program board
- Gained a reputation for quick thinking and problem solving

Customer Service Experience (While financing college education)

Wait staff, Olive Garden, Madison, WI; September 2006 - Present

Receptionist, Inacom Information Systems, Madison, WI; October 2005 - May 2006

Service representative, Ameritech, Madison, WI; May - August 2005

Professional Affiliations: Public Relations Student Society of America, Women in Communications

Interests: Historical biographies, financial investing, and traveling