**BEA BROWNING**

jbusiness@monmouthcollege.edu | 999-999-9999 | 318 N. 9th Street, MC Box #000 Monmouth, IL 61462

**EDUCATION**

**Monmouth Roseville High School *(May 2020)***

Monmouth, IL

**RELATED EXPERIENCE**

**Social Media Coordinator (*September 2018-Present)***

Courier Newspaper

* Provided relevant and up-to-date content on Facebook, Twitter and Courier blog
* Analyzed current reports to measure the effectiveness of the newspaper’s social media presence
* Participated in weekly staff meetings and worked closely with staff members to promote Courier on campus, online and in the community

**Marketing Officer *(January 2017-Present)***

Entrepreneurship Club, Monmouth, IL

* Renewed the group’s participation in the Entrepreneurs’ Organization
* Hosted the elevator pitch and business plan competitions involving over 40 students
* Maintained the club’s Facebook page and website
* Assisted with the “Rent a Refrigerator” operation, leasing mini-refrigerators to 100 students
* Selected unique apparel and gift items to sell to students, faculty, staff and the local community to promote club

**Public Relations and Social Media Marketing Intern *(June 2018-August 2018)***

ABC Consulting, St. Paul, MN

* Posted highly engaging and targeted content regularly on Facebook, Twitter and Pinterest
* Engaged with fans regularly, increasing the sign up for the company email list by 15%
* Independently wrote press releases and distributed to influential media sources weekly
* Worked to build relationships with influential and relevant people on Facebook and Twitter

**ADDITIONAL EXPERIENCE**

**Development Office Phonathon Caller *(October 2017-December 2018)***

Monmouth, IL

* Contacted potential donors and individually raised $5,975 for the Monmouth Roseville High School Annual Fund
* Updated donors’ contact information and job information in database

**Sales Associate *(Summers June 2016-Present)***

Kohls, St. Paul, MN

* Recorded ending balance of cash registers each day and reconciled drawers at $200
* Collaborated with team members to provide customer service in a fast-paced environment
* Participated in company-wide training seminars and help plan numerous application events

**LEADERSHIP AND SKILLS**

* **Monmouth College Chorale**
* **Business and Economics Club**
* **Adobe: Photoshop, Premier Elements, and InDesign**
* **Microsoft Office: Word, Publisher, Excel, PowerPoint, Outlook**