

# BEA BROWNING

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## **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 Roseville High School Chorale**
- **Business and Economics Club**
- **Adobe: Photoshop, Premier Elements, and InDesign**
- **Microsoft Office: Word, Publisher, Excel, PowerPoint, Outlook**

