

Leah Schaefer

✉ xxxxx@nwciowa.edu

☎ 507-XXX-XXXX

🏠 Marshall, MN

RELEVANT EXPERIENCE

Marketing Intern *May – August 2024*

SDN Communications | Sioux Falls, SD

- Develop in-depth plans for community events with team members
- Design printed elements, advertisements, and digital marketing pieces
- Assist with various projects, such as writing news releases and blogs, internal events, photography, and videography

Social Media Coordinator *May – August 2022*

Marshall Area Chamber of Commerce | Marshall, MN

- Created and designed social media posts for town-wide events
- Evaluated the website and assisted with redesigning pages
- Attended various events to promote personal and professional growth

Communications Intern *September 2021 – January 2022*

Visit Marshall, MN | Marshall, MN

- Organized marketing strategies and events for a visiting hockey team
- Directed photo shoots to update pictures on the company website
- Communicated effectively with city council members regarding events

CAMPUS INVOLVEMENT

Northwestern College | Orange City, IA

Class Representative | Student Government Assoc. *August 2022 – Present*

- Act as chair for the Activities and Events Committee
- Create and manage campus-wide activities and events

Speech Fellow | Academic Support *August 2023 – Present*

- Evaluate student speeches and provide constructive feedback
- Schedule one-on-one meetings with students to review speeches

SSP Leader | Campus Ministry *November 2023 – Present*

- Coordinate meetings and trainings for trip to Lindale, TX
- Build relationships with team members to create community

Orientation Staff Co-Director | Student Activities *January 2024 – Present*

- Plan all orientation events and schedule for incoming students
- Assist in the interview process for all orientation student volunteers
- Meet weekly with fellow co-directors to produce training material

Student Ambassador | Admissions Office *August 2023 – May 2024*

- Welcome prospective students and their families to campus
- Guide campus tours and host prospective students for overnight visits

EDUCATION

Bachelor of Arts | Marketing

Northwestern College

Orange City, IA

Expected: December 2025

Minor | **Nonprofit Management**

GPA: 3.6/4.0

Dean's List: Spring 2024, Fall 2022

WORK EXPERIENCE

Waitress & Kitchen Staff

Late Harvest | Sioux Center, IA

January – May 2024

- Interacted with customers to promote a positive dining experience
- Maintained high standards of customer service during fast-paced operations

Home Health Aide

Boulder Creek Assisted Living |

Marshall, MN

August 2021 – January 2023

- Created a safe, welcoming environment for residents and assisted with daily needs

VOLUNTEER EXPERIENCE

Community Mentor

ATLAS Orange City Area |

Orange City, IA

January 2024 – Present

- Meet weekly with a high school student to assist with assignments and test prep
- Encourage student to utilize different learning methods