



Nalina Northwestern

Email Address Here | XXX-XXX-XXXX | Your Town, ST

EDUCATION

Bachelor of Arts
Public Relations Major
Graphic Design Major
Northwestern College
Orange City, IA
Expected: Month Year

Chicago Semester
Summer Program
Summer 2020

PROFICIENCIES

Illustrator
InDesign
Photoshop
Constant Contact
Google Analytics: *05/21*

VOLUNTEER DESIGN

Mitchell Animal Rescue
Mitchell First United
Methodist Church

PERSONAL STRENGTHS

Communication
Creativity
Design
Organization
Social Media
Writing

AWARDS & ACTIVITIES

Northwestern College
Dean's List
Collegiate Scholar
PR Peer Tutor
Student Newspaper
Business Club

PUBLIC RELATIONS PRACTICUM EXPERIENCE

Dutch Heritage Boosters *January 2021 – Present*
Orange City, IA

- Lead and manage group PR projects in collaboration with Crosswalk Media to create newspaper advertising
- Communicate advertising ideas and feedback between client and team members

Pioneer Memorial Home *September – December 2020*
Orange City, IA

- Collaborated with a team to create a new logo, social media content, brochure, and media kit
- Photographed the organization building for social media campaign

RELATED EXPERIENCE

Co-Editor & Advertising Manager *January 2019 – Present*
The Beacon: NWC Student Newspaper | Orange City, IA

- Utilize InDesign software to make all decisions regarding layout and design of weekly student newspaper
- Solicit four local businesses to advertise in each newspaper issue
- Document writers/photographers utilized in each pay period and compute earned stipends for each student

Global Education Office Assistant *January 2018 – Present*
NWC Compass Center for Career & Calling | Orange City, IA

- Designed promotional posters and PowerPoint slides to aid in recruitment for domestic and international study abroad programs
- Organized social media for the Compass Center, including Facebook, Instagram, and Twitter
- Managed front desk: answered the phone, replied to emails, scheduled appointments, and scanned documents

Public Relations & Graphic Design Intern *June – July 2020*
Edgewater Chamber of Commerce | Chicago, IL

- Designed weekly newsletter emailed to over 2,800 recipients
- Wrote creative briefs for events to bring awareness to local businesses
- Attended and took notes on webinars to disseminate information on new trends and resources to local businesses

Marketing & Fundraising Intern *September 2016 – May 2017*
Court Appointed Special Advocates for Children | Mitchell, SD

- Used InDesign to create posters for fundraising events
- Solicited community members for donations and to volunteer time
- Helped arrange and organize fundraising events