

\*\*contact

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\*\*education

institution: University of Utah  
school: David Eccles School of Business  
degree: bachelor of science  
field: marketing  
when: Fall '06-Spring '10  
student activities:  
\*\* American Marketing Association (AMA)  
\*\* the Mighty Utah Student Section (the MUSS)  
\*\* Advanced Student Admissions Program (ASAP)  
university service:  
\*\* University Teaching Committee, Fall '08-Spring '10  
\*\* Undergraduate Council, Fall '09-Spring '10  
\*\* Business School Student Giving Board, Fall '09-Spring '10

\*\*professional affiliations

where: Let Me Shine Play & Preschool  
title: board member  
when: February '19-September '21  
where: American Marketing Association  
title: member  
when: December '12-December '16

\*\*work

where: Zion Evangelical Lutheran Church  
title: Office Manager  
when: February '19-present  
duties:  
\*\* brand management + community engagement  
\*\* overall online presence management + social media  
\*\* video production + filming + editing  
\*\* graphic design + printing  
\*\* property management + event planning  
\*\* customer service + organizational support  
\*\* administrative management + support

where: Lefavi Wealth Management  
title: Marketing Manager  
when: July '17-February '19  
duties:  
\*\* brand management  
\*\* overall online presence management  
\*\* social media management  
\*\* event planning  
\*\* paid advertisement management  
\*\* internal marketing support

where: David Eccles School of Business  
title: Communications Specialist (prev: Graphic Designer;  
Editor) when: March '12-March '17

duties:

- \*\* social media management
- \*\* brand management
- \*\* overall online presence management
- \*\* website maintenance + development
- \*\* in-depth web analytics
- \*\* email marketing campaigns
- \*\* content generation
- \*\* graphic design
- \*\* public relations
- \*\* copy editing

where: David Eccles School of Business  
title: Staff Support  
when: Feb '08-March '12

duties:

- \*\* extensive customer service
- \*\* social media development
- \*\* redefined blanket email transmission
- \*\* new curriculum implementation
- \*\* facilities coordination
- \*\* general assistance to anyone

where: David Eccles School of Business  
title: Social Media Coordinator  
when: Oct '09-Dec '10

duties:

- \*\* social media platform management
- \*\* content generation
- \*\* number growth

\*\*references

- \*\* upon request

