

Your name and contact info should be clear and concise. Use this header for all your documents.

# RACHELLE BEAUDRY

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Include all majors, minors, and concentrations. Optional to list out GPA if above 3.0

## EDUCATION

### Bachelor of Science in Business Administration

Graduation: May 2019

GPA: 3.5

Finance and Marketing Concentrations  
Economics and Broadcast Journalism Minors

Berea College, Berea KY

Berea College Tuition Promise Scholarship

#### Relevant Coursework

Marketing, Marketing Research, Intermediate Corporate Finance, Business Management, Broadcast Journalism, Broadcast Practicum, Strategic Management

Optional: Include your Berea College Tuition Promise Scholarship.

## CAREER RELATED EXPERIENCE

### Communications Intern

Summer 2018

Grow Appalachia- Laurel County African American Heritage Center (LCAAHC) London, KY

- Increased social media activity and audience by 100% through weekly blogs on the Grow Appalachia website
- Supervised 6 teens in the 2014 Summer Youth Program at LCAAHC aimed at gaining hands on experience for the youth based on agriculture and commerce

List the description of your positions. Maximize your descriptions by showing results oriented numbers and outcomes.

### Sales Intern

Summer 2017

Bijou Business Group

Boston, MA

- Increased efficiency within the sales department by working together with the Local
- Sales Coordinator which enhanced quality and effectiveness by pulling 25+ client post logs, input of contracts and research of contract discrepancies
- Identified over 20 potential advertisers within the Boston, MA area
- Systematized and summarized weekly itinerary reports for executives' accounts consisting of 20+ clients

Highlight the wide range of experiences you have gained! Including all transferable skills.

## ACTIVITIES

Rapporteur for Model African Union Conference | 2015

Secretary for African Student Association | 2014-2015

Vice President of Public Relations, Cosmopolitan Club | 2013-2014

Volunteer for 'Adopt a Grandparent' program and tutoring program | 2012-2013

Washington DC

Berea KY

Berea KY

Berea KY

Demonstrate the wide range of your involvement and experiences on campus and off-campus.