

## Leah Leader

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### OBJECTIVE

Entry level corporate communications role with a focus on writing, editing and social media

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### EDUCATION

#### Bachelor of Arts Degree in English and Creative Writing

Augustana College, Rock Island, IL

Cumulative GPA: 3.525/4.0    Major GPA: 3.746/4.0

May 20xx

GPA: 3.876/4.0

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### RELEVANT EXPERIENCE

#### Human Resources/Communications Intern, Genesis Hospital, Davenport, IA Jan. 20XX – Present

- Write and proofread news stories and product briefs for internal corporate communication
- Help plan and execute community and employee engagement events for up to 100 attendees
- Support human resources development programs and new employee orientation
- Assist with video production and editing using Adobe Premier Pro, Adobe After Effects, and Canva

#### Peer Tutor, Reading/Writing Center, Augustana College, Rock Island, IL Jan. 20XX – Present

- Created and published content to promote Reading/Writing Center on social media platforms
- Partnered with undergraduate students to edit and improve written documents
- Spoke to classrooms on campus to promote services to fellow students

#### Student Fundraiser, Office of Advancement, Augustana College, Rock Island, IL Aug. 20XX – Dec. 20XX

- Contacted alumni and friends of college to raise over \$6000 for academic and athletic scholarships
  - Built rapport with contacts by sharing experience and scholarship benefits
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### LEADERSHIP EXPERIENCE

#### Peer Mentor, New Student Orientation, Augustana College, Rock Island, IL March 20XX – Aug. 20XX

- Initiated and developed open communication with first year and transfer students and families
- Facilitated small group discussions regarding college life with small groups of first year students
- Served as mentor for students as they transition to college and campus

#### Founder and Creative Director, The Augustana Art Collective, Augustana College, Rock Island, IL Fall 20XX-Spring 20XX

- Developed a formal club proposal and succession plan to be presented to the Dean of Students
- Worked with two students to create mission statement/purpose and developed student leadership roles
- Designed project proposal templates for project managers to provide the tools needed to successfully carry out a nine week project
- Consistently communicated with club members to coordinate schedules and collective projects

#### Career Mentor, Career Development & Vocation, Augustana College, Rock Island, IL Sep 20XX – May 20XX

- Meet individually with students with resumes, cover letters, interview preparation, and job/internship search
  - Research industry areas to provide resources and assistance for students in specific majors
  - Meet regularly with supervisor to set goals and to discuss areas for improvement
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### ACTIVITIES

- **Member**, Sigma Tau Delta (English Honor Society), Aug. 20XX – May 20XX
  - **Member**, Public Relations Student Society of America, Aug. 20XX – May 20XX
  - **News Reporter**, *The Observer* (student newspaper), Jan. 20XX – May 20XX
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### VOLUNTEER EXPERIENCE

- Hunger Clean Up, Volunteer, Annually 20XX – 20XX