

Michael Scott

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Education

North Dakota State University (NDSU)

Fargo, ND

Bachelor of Science in Strategic Communication

Anticipated Graduation: May 20xx

Minor: Business Administration

GPA: 3.8/4.0

Employment Experience

Dunder Mifflin Paper Company

West Fargo, ND

Public Relations Intern

August 20xx-Present

- Increase number of followers by 1,000 within 8 months across all social media accounts including LinkedIn, Facebook, Instagram, and Twitter
- Display excellent written communication skills by relaying information via email through monthly reports to staff and clients
- Launch and oversee the Fall 20xx environmentally sustainable paper PR campaign that acquired the company 10 new clients
- Seek out and attend training and development opportunities to understand the impact of company branding

Men's Warehouse

Fargo, ND

Greeter

January 20xx-August 20xx

- Strengthened customer service skills by greeting guests and communicating sales as well as other events
- Demonstrated problems solving and inventory knowledge when referring to appropriate sections and products within the store and online
- Created and maintained excellent relationships to increase client retention and sales

Leadership and Involvement

Public Relations Student Society of America (PRSSA)

Fargo, ND

Chapter President

August 20xx-Present

- Facilitate executive board meetings by organizing agendas and promoting attendance
- Contact and schedule speakers for PRSSA events, including sending confirmation emails and thank you notes
- Manage organization's relationships via routine check-ins with national affiliations and local professionals including scholarship and internship providers and the NDSU Communication Department

To Be Determined Comedy

Fargo, ND

Improv Actor

August 20xx-Present

- Exhibit flexibility and adaptability when reacting to fellow cast-mates on stage
- Showcase creativity when developing a scene based on audience input and participation
- Consistently present calm demeanor when dealing with disruptive audience members