

JESSA WARNER

Cell: 651-387-5875

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www.linkedin.com/in/jessa-warner

EDUCATION

University of Minnesota Duluth

Graduation Date: December 2017

Bachelor of Arts: Communication

Bachelor of Arts: Hispanic Studies

- GPA: 3.81

Previous Education:

University of Minnesota Twin Cities, 2012-2014

College in the Schools: Spanish 1003, 1004, CIS

Physics

Mahtomedi Senior High School, Honor roll, 2010-2014

Study Abroad Programs:

- Undergraduate Independent Research in Morocco, University of Minnesota
 - May 2017-July 2017 Rabat, Morocco
- Language and Culture in Spain, University of Salamanca
 - June-July 2015 Salamanca, Spain

ACADEMIC AWARDS AND HONORS

- University Honors Program, UMD, 2014- 2017
- University Honors Excellence Award, 2017
- Mortar Board Collegiate Honors Society, 2016-2017
- Dean's List for Academic Excellence (7/7 semesters)
- Darland All-American Scholarship, 2016-2017
- Flint Group Scholarship Award recipient, 2016-2017
- Berkins Scholarship Award recipient, 2016-2017
- Tozer Scholarship Award recipient, 2014-2018

WORK EXPERIENCE

Administration Assistant, U of M Duluth Admissions (Jan 2017- Dec 2017)

Duluth, MN

- Provide prospective college students and families (approx. 5 parties per hour) with the information, experiences, personal attention and timely service they need to make an informed college choice
- Answer phone and email inquiries, schedule campus visits and manage walk-ins, complete cases and enter contacts in a database
- Act as the first point of contact for the public; greet, guide, and help visiting families; opening and closing desk procedures

Partnership Development and Management Intern, Internship Program (Sept 2016 – May 2017)

Duluth, MN

- Identify and connect with organizations (5 per semester) that could benefit from the addition of a UMD Intern
- Recruit talented students and best fit them to specific internship roles with our partners
- Collaborate with three other interns on recruitment, networking, and organizing internship course tools for current students
- Attend professional networking events (approx. 2 per month) to connect with local businesses

Media Intern, Fierce North Media Agency Internship (Summer 2016)

Minneapolis, MN

- Assist with model and product photoshoots, pre- and post-production
- Communicate with talent and staff about meetings and castings
- Post daily publications and manage social media for clients
- Create and manage a new blogging website for individual intern project
- Assist staff with full media production, branding, and cultivating sponsorship

REFERENCES AVAILABLE UPON REQUEST

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Dockside Staff, Tally's Dockside Restaurant (Summer 2016)

White Bear Lake, MN

- Work with other employees to serve dock costumers food and provide gas services
- Attend to and maintain Tally's rental boats and water gear
- Provide excellent customer service for appointment and drop-in customers

Administration Assistant, Department of Philosophy, U of M Duluth (2015-2017)

Duluth, MN

- Serve as primary office support to administration staff and six teaching faculty
- Oversee and organize confidential documents such as evaluations and exams
- Assist current and prospective students with department and university inquiries
- Develop and distribute marketing materials throughout campus; manage visual information displays

Event Staff, U of M Duluth Athletics (2014-2015)

Duluth, MN

Event Support at the DECC/UMD campus

- Manage collegiate level Men's and Women's hockey, football, softball (2 games per week)
- Oversee the sales and distribution of programs, supervision of facilities, and assist with intermission activities

ACTIVITIES AND SERVICE

UMD University Honors Student Association

Public Relations, Officer 2016-2017, UMD

CHUM/Steve O'Neil Apartments, housing facility

Community volunteer, Dec 2015- 2017, Duluth, MN

Mortar Board Collegiate National Honors Society

Club member, August 2016- present, UMD

Special Olympics

Activity volunteer, January-March 2016, Duluth, MN

Bulldog Welcome Week Leader- Office of Students in Transition

Welcome Week Group Leader, August 2016 & 2017

Solid Ground/ East Women's Metro Council, housing facility

Volunteer, Tutor, June-August 2015, St. Paul, MN

UMD Study Abroad Office Student Ambassador Internship

Representative of the Study Abroad Office, Spring 2016, UMD

Animal Allies Humane Society

Animal volunteer, January-May 2015, Duluth, MN

LANGUAGES

English: First language

Spanish: Intermediate-High Proficiency in Reading, Writing, and Spoken Communication

TECHNICAL SKILLS

Microsoft Word, Power Point, Excel, Adobe software, Squarespace, Salesforce

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