

Melinda Winn

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EDUCATION

BACHELOR OF SCIENCE in Communication – Public Relations Emphasis

Brigham Young University - Idaho

Dec 2019
Rexburg, ID

- Minors in Political Science and Humanities
- GPA: 3.65

PROFESSIONAL EXPERIENCE

EDUCATION PROGRAM PLANNER

American Wind Energy Association

Jan 2019 – Present
Washington, DC

- Provided support for program team while planning and organizing WINDPOWER, an annual event attended by 20,000 participants and 1,400 exhibitors
- Coordinated with audio visual team to manage all onsite speaker inquiries and upload all presentations
- Thrived in fast-pace environment and met deadlines by maintaining consistent organization
- Recruited 300 speakers by creating and distributing invitation letters to government officials and business professionals
- Utilized eShow Administration System iMIS database to manage website content for event program

PUBLIC AND INTERNATIONAL AFFAIRS INTERN

The Church of Jesus Christ of Latter-day Saints

Aug 2018 – Dec 2018
Washington, DC

- Provided planning and logistical support for 2 major events attended by 300+ guests, which facilitated progressive relationships with Ambassadors, members of Congress, and the Senate
- Applied business communication principles when drafting letters and e-mails to members of Congress, the Senate and foreign Ambassadors
- Updated office database regularly to ensure accuracy of all information

CAREER SERVICES PEER MENTOR

BYU Career Services

Sep 2017 – Jul 2018
Rexburg, ID

- Educated students on maximizing their career marketability via powerful résumés, cover letters, and job interviews
- Designed department event advertisement posters in Adobe InDesign and Photoshop, which were used campus-wide
- Trained 3 new mentors to be successful in assisting students with their résumés and interviewing skills

PUBLIC RELATIONS TEAM LEADER

BYU Marketing Association

Apr 2017 – Aug 2017
Rexburg, ID

- Facilitated planning meetings and other forms of communication between public relations team and campus administrators while organizing successful weeklong events
- Played a key role in developing and implementing major portions of college awareness campaign for teenagers by conducting in-depth primary and secondary research
- Fostered team goal achievement by delegating assignments and providing positive feedback

PUBLIC RELATIONS COORDINATOR

BYU Student Council Marketing Committee

Jan 2017 – Apr 2017
Rexburg, ID

- Developed marketing ideas and materials for campus-wide student council-sponsored events
- Managed time effectively while organizing multiple campus events and designing advertisements that promoted student body officer campaigns

OFFICE MANAGER

Eclipse Marketing

Summers only 2015 – 2016
Portland, OR

- Improved customer satisfaction by addressing needs and concerns promptly and communicating professionally
- Maximized overall efficiency and organization through creation of a new filing system for office