

IWANDA INTERN

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EDUCATION

Saint Olaf College, Northfield MN

Majors: Psychology and American Studies

Concentrations: Media Studies

Honors: St. Olaf Scholarship, TRiO Scholarship, Shakopee Dollars for Scholars, Shakopee Rotary Make a Difference Scholarship

Graduation: May 2011

GPA: 3.38

INTERNSHIP EXPERIENCE

Assistant

New Options Day Center, Shakopee MN

Summer 2006, 2007

Supervised persons with developmental disabilities. Built relationships through listening, reading stories, mentoring, playing games, and practicing communication and sharing techniques. Motivated and persuaded clients to engage in activities to help improve their individual development and functioning. Organized activities, and kept track of work clients completed.

Communications Intern

Minneapolis City Hall, Minneapolis MN

June-July 2006

Researched information to inform residents on current events, programs, and progress within the City of Minneapolis through writing press releases. Cooperated with employees as a team and developed time management skills to met goals and deadlines. Promoted city services by designing DVD labels, brochures, and flyers. Edited video production footage and assisted in recording interviews. Updated databases and assisted with various clerical tasks.

Urgent Care Assistant

St. Francis Medical Center, Shakopee MN

June-July 2005

Assisted urgent care and same day surgery staff by sanitizing, making hospital beds, organizing and updating chart information, checking up on patients, and wheeling patients in and out of the building. Stayed calm in situations when urgent care was busy. Guided families and friends of patients in same day surgery.

WORK HISTORY

Residence Hall Desk Worker

St. Olaf College; Northfield, MN

Winter 2008-present

Monitored activity in the residence hall. Assisted students and guests with information and provided supplies/appliances.

Cashier

St. Olaf College Bookstore; Northfield, MN

August 2007-Present

Promoted business events by posting and inserting flyers into students PO boxes, and designing product displays. Stocked books and products, completed inventory, dealt with purchasing and money conflicts, and answered phones. Performed many various tasks for the bookstore staff in preparation for getting textbooks and other products ready to sell.

Sales Associate

Target; Shakopee, MN

May 2005-July 2006

Developed strong communication and team work skills through cooperating with employees, answering questions from guests. Collaborated with team leaders on product and price displays. Provided assistance, information, and guidance to guests. Kept the store looking clean and presentable. Folded clothing and cashiered when needed for backups.

Main Concessions

Raceway Park; Shakopee, MN

Seasonal April-Sept. 2005

Operated cashier register at the main concession stand of an auto racing park. Served customers and utilized teamwork with coworkers to efficiently take orders. Trained new employees and kept calm when problems arose. Practiced customer service by answering phones and questions about park or events. Designed and built a sign with the types of ice cream available to make customers aware and keep business running smoothly. Counted and updated inventory.

LEADERSHIP EXPERIENCE

Member

Diversity Task Force, Shakopee Senior High School

2006-2007

Created a student-run coffee shop. Managed finances, advertising, volunteers, and supplies. Coordinated talent shows, fundraisers, and diversity week to promote diversity awareness.

Music Librarian

Choir, Shakopee Senior High School

2003-2007

Served as a music librarian for the choir program updating and organizing music into databases. Designed brochures and posters for choir and school related events.