

IWANDA INTERN

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EDUCATION

St. Olaf College, Northfield, MN

Bachelor of Arts in Psychology and American Studies

Concentration: Media Studies

Honors: St. Olaf Scholarship, August 2010 – Present

TRiO Scholarship, August 2010 – Present

Graduation: May 2014

GPA: 3.38

Shakopee Senior High School, Shakopee, MN

High School Diploma

Honors: Shakopee Dollars for Scholars, June 2010

Shakopee Rotary Make a Difference Scholarship, June 2010

Graduation: June 2010

INTERNSHIP EXPERIENCE

Communications Intern Minneapolis City Hall; Minneapolis, MN

June – July 2011

Researched information and wrote press releases to inform residents on current events, programs, and progress within the City of Minneapolis. Cooperated with employees as a team and developed time management skills to meet 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.

WORK HISTORY

Residence Hall Desk Worker Office of Residence Life; St. Olaf College, Northfield, MN

January 2011 – Present

Monitor activity in the residence hall. Assist students and guests with information and provided supplies/appliances.

Cashier College Bookstore; St. Olaf College, Northfield, MN

August 2010 – Present

Promote business events by posting and inserting flyers into students PO boxes and designing product displays. Stock books and products, complete inventory, deal with purchasing and money conflicts, and answer telephones. Perform various tasks for the bookstore staff to prepare textbooks and other products for sale.

Sales Associate Target; Shakopee, MN

May 2008 – July 2010

Developed strong communication and team work skills through cooperating with fellow employees. 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 Cashier Raceway Park; Shakopee, MN

April – September 2007

Performed customer service and worked on a team with co-workers to efficiently take orders. Trained new employees and kept calm when problems arose. Practiced customer service by answering phones and questions about park or upcoming events. Initiated, 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 AND ACTIVITIES

Mentor TRiO Mentor Program, St. Olaf College, Northfield, MN

February 2011 – Present

Communicate with an under-represented, under-privileged high school student in the Twin Cities about college preparation and the application process. Participate in on-campus visit days to build stronger relationships with program members.

Member Diversity Task Force; Shakopee Senior High School, Shakopee, MN

September 2009 – May 2010

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, Shakopee, MN

September 2007 – June 2010

Served in a self-motivated environment as a music librarian for the choir program to update and organize music into databases. Designed brochures and posters for choir and school related events.