**Willie Warhawk**

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**OBJECTIVE**

Seeking the position of Communications Coordinator for Network Health, with the goal to support all employee needs while serving as a positive and resourceful connection to the corporate office.

# EDUCATION

# University of Wisconsin-Whitewater (UWW) Whitewater, WI

## Bachelor of Arts Anticipated Graduation May 2024

*Major:* Communication

*Emphasis:* Corporate and Health Communication

*Relevant Coursework:* Medical Communication & Health Literacy, Health Message Advocacy & Analysis, Communication & Team Building, Communication Conflict Resolution

# COMMUNICATION AND CUSTOMER RELATIONS EXPERIENCE

# *Internal Communications Intern*, Generac September 2023 - present

# Waukesha, WI

# Provide support to the internal communications coordinator through streamlining the employee communication system

# Organize and schedule meetings between various company stakeholders regarding long-term employee communication projects

# Create monthly video content that is distributed monthly to employees regarding company updates and events

# *Special Projects Intern*, UWW Student Activities & Involvement June 2021 - August 2022

# Whitewater, WI

# Led initiative to revise all staff nametags to include pronouns in order to promote a more gender inclusive environment

# Assisted in coordinating the “Summer on the Mall” event, providing logistical, communicative, and scheduling support before, during, and after the event

# Prepared intern professional development materials for Fall 2021 SAI Intern Professional Development days, created presentation content related to NACE competencies, and co-presented with supervisor

### LEADERSHIP, INVOLVEMENT, & VOLUNTEER EXPERIENCE

# UWW Forensic Team, *general member* February 2021 – present

# Whitewater, WI

# Participate in regional and state competitions in individual and group presentations

# Assist in running general meetings and worked to market and recruit new members

# Memorize text and presented speeches for competition

# American Red Cross, *Disaster Action Team* March 2019 – February 2020

# Milwaukee, WI

# Assisted individuals affected by disasters such as fires and storms to seek and obtain resources and long-term recovery services