

Willie Warhawk

800 W. Main Street, Whitewater, WI 53190
warhawkw@uww.edu
(555) 123-4567

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)
Bachelor of Arts
Major: Communication
Emphasis: Corporate and Health Communication

Whitewater, WI
Anticipated Graduation May 2024

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
Waukesha, WI

September 2023 - present

- 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
Whitewater, WI

June 2021 - August 2022

- 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*
Whitewater, WI

February 2021 - present

- 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*
Milwaukee, WI

March 2019 - February 2020

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