

AMANDA STEFFENS

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EDUCATION

MARQUETTE UNIVERSITY

Bachelor of Arts in Public Relations, Expected May 2012

Minors: Marketing, Human Resources Management

Milwaukee, WI

JOHN CABOT UNIVERSITY

Semester Study Abroad Program, Spring 2011

Rome, Italy

EXPERIENCE

- FALL 2011 **CAREER INTERN** Milwaukee, WI
Marquette University Career Services Center
- Critique resumes and cover letters
 - Perform mock interviews and provide feedback
 - Present information to organizations on resumes, cover letters, interviews, etc
- MAY 2011-
PRESENT **PROPERTY MANAGEMENT INTERN** Milwaukee, WI
Yankee Hill Apartments
- Provided excellent customer service in the form of answering phone calls for prospective clients and current residents, responding to resident issues and questions, and responding to emails
 - Participated in property showings for prospective residents
 - Facilitated the process of clientele leasing and assisted in the overall leasing process
 - Prepared new resident files by running credit checks, creating lease agreements, programming keys and placing the necessary forms required for resident move in
 - Performed general office duties as assigned
- AUG. 2010-
DEC. 2010 **MARKETING AND PUBLIC RELATIONS INTERN** Milwaukee, WI
AND
MAY 2011-
PRESENT *Milwaukee Children's Choir*
- Created in-house marketing materials used for recruiting, development and marketing
 - Generated a monthly electronic email newsletter
 - Drafted and distributed news releases by mail and in print for online news sources
 - Contributed to the Facebook campaign by creating an iMovie
 - Created and maintained marketing databases such as donor databases and a press list
- AUG. 2010-
DEC. 2010 **MEDIA RELATIONS INTERN** Milwaukee, WI
Milwaukee Brewers Baseball Organization
- During the season prepared and distributed game notes for media and administrators
 - Compiled news clips by searching credible Internet news sources
 - Conducted a fan site analysis by reading fan blogs and compiling the data daily
 - Responded to fan mail and distributed fan questions and concerns to the appropriate person
 - Helped edit the media guide for the 2011 season
- JAN. 2010-
MAY 2010 **COMMUNICATION INTERN** Milwaukee, WI
540 ESPN Radio/ESPN Milwaukee
- Maintained office operations
 - Created images for the web site and created various lists for events
 - Attended sporting events, interviewed athletes and blogged
- BREAKS **SALES ASSOCIATE** Burnsville, MN
2009-JAN.
2011 *Victoria's Secret*
- Provided excellent customer service and created a unique shopping experience for customers

ADDITIONAL

- Vice President of Membership for Marquette Chapter of PRSSA, Fall 2010-Present
- Dean's List Fall 2010; International Peer Mentor, Fall 2011
- Proficient in Microsoft Office applications (namely, Word, some Excel and design programs)
- Participated in summer club sports (soccer) and on a college intramural co-ed volleyball teams
- Volunteer with Meals-on-Wheels (Minnesota) and Feed My Starving Children (Minnesota)