



Mikaela Peters

EDUCATION

OREGON STATE UNIVERSITY - CASCADES
BACHELOR OF SCIENCE
MAJOR IN PSYCHOLOGY | GPA 3.91
2017 - 2020

EXPERIENCE

EXECUTIVE ASSISTANT

BENNINGTON PROPERTIES | FEB 2019 - PRESENT

- Communicate with vendors and professionals in the hospitality industry and beyond
- Conceptualize and manage overarching projects which improve Bennington Properties and develop new ventures

JUNIOR VARSITY CHEERLEADING COACH

SUMMIT HIGH SCHOOL | JUN 2019 - PRESENT

- Positively build into the lives of young adults through cheerleading
- Organize and supervise practices and events
- Manage relations with administrative staff and parents of various cultural, ethnic, and socioeconomic backgrounds
- Demonstrate knowledge of educational practices and ethical principles encouraged by the district
- Assist cheerleaders in navigating hardship

BRIDAL STYLIST AND WEDDING COORDINATOR

BESPOKE BRIDE | AUG 2018 - OCT 2019

- Created positive relationships with diverse populations in order to assist the client overcoming emotional hurdles while finding a gown or planning their event
- Empowered women so that each bride left more confident than they arrived
- Managed various vendors and team members behind the scenes to ensure that the event went off without a hitch

GUEST SERVICE LIAISON

AVALON SALON | AUG 2017 - AUG 2018

- Managed receptionist duties including, but not limited to, booking appointments and taking phone calls
- Knowledgeable in all products, recommending specific items based on personal needs of guests
- Handled administrative tasks and worked heavily behind the scenes to ensure guests felt beautiful and stylists were able to perform at their best

CONTACT

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PROFILE

A rising senior at Oregon State University in Bend, majoring in Psychology with a science focus. Articulate, dedicated, and organized student seeking a position with the opportunity to make an impact and the potential for growth upon graduation.

SKILLS

COMPUTER:

- Microsoft Office

CERTIFICATION:

- First Aid Certification
- Safe Schools Training
- NFHS Coaches Training
- Varsity Spirit Safety Certification
- CITI Research Certification
- Tourism Gold Certification