

Kelsey Hancock

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Education

Abilene Christian University (ACU)

Bachelor of Science in Family Studies

Abilene, Texas

December 2012

-Certificate of Aging Studies & Certified Family Life Educator (In Progress)

Professional Experience

Big Brothers Big Sisters: Public Relations Work Study

8/2011-12/2012

- Raised awareness of the Non-Profit Mentoring Program through volunteer recruitment in the Abilene Community by promoting Big Brothers Big Sisters at local functions, events, Universities, and Military Base.
- Assisted at fundraising events in order to gain financial support for local Matches.
- Wrote weekly articles featuring Big/Little Matches and local events in the Abilene Newspaper.
- Oversaw 100-350 potential volunteers in the database while performing weekly follow up calls, answering questions, providing information and support, and corresponding through written letters, emails, and returning voice messages.
- Provided assistance in the office to visitors, Donors, new staff, and potential volunteers by performing clerical duties such as answering the phone, scheduling volunteer interviews, handling and filing applications, greeting visitors, setting up for meetings, luncheons, and events, trained new student workers of the database, and gave tours of the facility to Donors and new Volunteers.

Substitute Teaching

2010-Current

- Maintained daily schedule and routine in the classroom while picking up where the teacher left off in her lesson plans.
- Enforced discipline, provided structure, encouraged motivation to complete the tasks at hand, and inspired creativity to the students throughout the day.
- Followed the guidelines and conduct of the classroom and school rules.

Ever After Studios: Event Planning

2008-2012

- Designed, produced, and purchased all creative paper goods and graphic designs.
- Assisted in planning, setting up, and decorating at each extravagant party and event.
- Oversaw scheduling, booking, and purchase orders.

Abilene Christian Schools After School Care Program

2010-2011

- Lead the After School Care Program for Pre-Kindergarten and Kindergarten students.
- Provided the children with games, crafts, snacks, and outside activities in a safe yet enjoyable environment.
- Maintained a relationship with the children's families, teachers, and the Elementary principal.

Internship: Activity Director at Christian Village Retirement Center

2011-2012

- Coordinated and prepared weekly activities, outings, parties, speakers, and church services.
- Produced opportunities for generational integration of Children, Teens, and College Students with the retired population.
- Built and sustained relationships throughout the Christian Village Community.