

Harkiran Sekhon

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EDUCATION: B.S., Organizational Communication, University of Portland, Portland, OR, 05/2012
B.A., French, University of Portland, Portland, OR, 05/2012
Université de Nantes, Nantes, France, Spring 2011

EXPERIENCE: Communications Intern

Forward with Jefferson Smith, Portland, OR (03/2012 – Present)

- Collaborate with communications team on social media projects
- Craft 3 media releases per week
- Write copy and social media messages that mirror campaign ideals
- Keep record of publications on the candidate
- Attend campaign events and provide live coverage via social media outlets

Communications Consultant

Democracy Lab, Portland, OR (03/2012-05/2012)

- Advise nonprofit Democracy Lab ON enhancing civic engagement through interactive software through social media
- Collect data from University of Portland students to create a custom policy forum through open source software
- Raise awareness and discussion of student government through social media and collected data

Teaching our Leaders Civil Discourse and Service (TOLCS) Promotions Committee

University of Portland, Portland, OR (09/2010-05/2012)

- Design and implement social media messages
- Collaboratively plan and coordinate TOLCS events
- Develop and design documents that encourage the involvement and contributions of community members

RELATED Copywriter

EXPERIENCE: University of Portland Student Media, Portland, OR (09/2009 – 05/2010)

- Collaborate, design, and theme the 2009-2010 University of Portland Annual
- Report on school events
- Distribute annual to the University of Portland student population
- Interview a diversity of students, faculty and staff to create a wholistic all inclusive annual

Grant writer

La Salle Catholic College Preparatory, Portland, OR (January 2012-05/2012)

- Research the educational benefits of multimedia technologies in the classroom setting
- Locate a granting foundation whose ideals match those of La Salle
- Write and submit a capital grant for multimedia equipment

ADDITIONAL Bookseller, Barnes & Noble College, Portland, OR (04/2009 - 05/2012)
EXPERIENCE: French Tutor, University of Portland, Portland, OR (01/2012 - 04/2012)
Receptionist, Vector Marketing, Tukwila, WA (05/2010 - 09/2010)

SKILLS:

- Native Punjabi speaker
- Expert-level skills in Microsoft Office software, including Word, Excel, and PowerPoint
- Proficiency with HTML editors, and Wordpress,
- Proficiency in social media technologies such as Facebook, Twitter, Pinterest, and Google+